POLICY RECOMMENDATION

Combined Bachelor’s and Master’s Programs Policy

Whereas: No current university policy exists to guide the development of a combined Bachelor’s to Master’s degrees program at San José State University, and

Whereas: Coded Memorandum AA-2012-01 specifies the minimum requirements for establishing a “blended degree model” which at SJSU shall be referred to as the Combined Bachelor’s and Master’s Programs (CBMP) Policy, and

Whereas: The CBMP would support students in the pursuit of advanced degrees in the same or different fields, and

Whereas: Adopting this model may streamline students’ pathway to completing the Master’s degree program, and

Whereas: Title 5 requires completion of a minimum of 120 units for a Bachelor’s degree and a minimum of 30 units for a Master’s degree, and

Whereas: This policy differs from university policy S89-2 on graduate credit for undergraduates, which permits students to take as many as 6 units of graduate work in their last undergraduate semester and apply those units (via petition, and only if those units are not counted towards undergraduate requirements) to a subsequent graduate program.

Whereas: The decision to offer a CBMP would be exclusively the decision of the department/school faculty with curricular approval following normal SJSU processes; therefore, be it

Resolved: That programs interested in establishing a CBMP be allowed to offer the program as described in this policy.

Approved: 05/06/2019

Vote: 9-0-0

Present: Marc d’Alarcao, David Emmert, Cynthia Fernandez-Rios, Susana Khavul, Cara Maffini, Anand Ramasubramanian, Winifred Schultz-Krohn, Pam Stacks, Brandon White
Absent: Thalia Anagnos, Lynne Trulio

Workload Impact: A temporary increase in workload at department, college, and university level for curriculum committees, chairs, associate deans, Undergraduate Studies staff and College of Graduate Studies staff as programs develop curriculum and application processes for a CBMP. A significant increase in workload is anticipated for Graduate Admissions Program Evaluation, Registrar’s Office, and financial aid staff members to develop business processes and PeopleSoft applications for tracking and implementation.

Financial Impact: None anticipated
Combined Bachelor’s and Master’s Programs Policy

I. Academic Objectives of a Combined Bachelor’s and Master’s Program (CBMP)

1. To provide an accelerated route to a graduate degree.
2. To provide a seamless process whereby students (first time freshman or transfer) can progress from undergraduate to graduate status without having to apply through the Admissions Office.

II. Establishment of a CBMP

Academic units that choose to establish a CBMP must follow the normal curricular review process. This program must meet the following minimum criteria:

1. Title 5 requires the completion of a minimum of 120 units for a Bachelor’s degree and a minimum of 30 units for a Master’s degree. Thus, a minimum of 150 units are required for a combined program. In a given situation where a Master’s degree exceeds 30 units, the curriculum could be designed such that the excess units would be absorbed into the undergraduate portion of a CBMP.
2. The roadmap for the program must include at least one semester in which students enroll in both undergraduate and graduate courses.
3. Academic units may only implement programs combining existing Bachelor’s and Master’s degree programs in the same support mode (i.e. all self-support or all stateside-support).
4. Curricula for a CBMP must adhere to existing campus curriculum policies for both Bachelor’s and Master’s degrees.
5. The College of Graduate Studies, Undergraduate Studies and the Registrar shall develop guidelines and processes for administration of a CBMP.

III. Admission to a CBMP

1. Individual programs will develop a degree roadmap for completion of a CBMP.
2. The process for applying to a CBMP will be internal to the university. Students do not apply for a CBMP through Cal State Apply.
3. All lower division undergraduate coursework shall be completed prior to admission to a CBMP.
4. Students must either be enrolled in or have completed the undergraduate GWAR prior to admission into the program.
5. To apply to the program, the student must successfully have completed a minimum of 60 undergraduate degree applicable units and not more than 120 undergraduate degree applicable units.
6. A minimum of 2.5 GPA in the last 60 semester units attempted is required.
7. A program may stipulate more rigorous standards for admission than the minimum criteria.
IV. Change to Graduate Status in a CBMP

1. At the end of the semester in which a student completes 120 degree-applicable units (undergraduate or graduate), the student transitions to graduate status.

2. Once admitted to graduate standing, students must maintain an overall 3.0 GPA or better in courses that appear on the Formal Study Plan and adhere to all graduate policies and procedures.

3. The Registrar’s Office in consultation with the College of Graduate Studies shall develop processes for transitioning students from undergraduate to graduate status.

V. Award of Degrees

1. The student applies to graduate for the Bachelor’s degree the semester before the student will complete the Bachelor’s degree requirements. Upon evaluation of the Bachelor’s degree requirements, if the student has satisfied all requirements for the Bachelor’s degree, the degree will be awarded.

2. If a student admitted into a CBMP opts out of, or fails to complete, the Master’s degree portion of the program, graduate level coursework already counted towards completion of the Bachelor’s degree may not be used towards the completion of a subsequent Master’s degree, even if admitted for a future term.