SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192

F19-1, University Policy, Combined Bachelor's and Master's Programs Policy

Legislative History:

At its meeting of September 16, 2019, the Academic Senate approved the following policy recommendation presented by Senator White for the Curriculum and Research Committee. No current university policy exists that guides the development of a combined Bachelor's to Master's degree program at San José State University. The following policy establishes guidelines in accordance with Coded Memorandum AA-2012-01.

Approved and signed on September 27, 2019 by Mary A. Papazian, President, San José State University

University Policy
Combined Bachelor's and Master's Programs

Whereas: No current university policy exists to guide the development of a combined Bachelor's to Master's degree 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 supplements university policy S89-2 on graduate credit for undergraduates.

Whereas: The decision to offer a CBMP would be exclusively the decision of the department/school faculty with curricular approval following 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: 09/09/2019

Vote: 12-0-0

Present: Thalia Anagnos, Raquel Coelho, Marc d'Alarcao, Tabitha Hart, Anoop Kaur, Susana Khavul, Cara Maffini, Kelly Masegian, Anand Ramasubramanian, Winifred Schultz-Krohn, Pam Stacks, Brandon White

Absent: None

Workload Impact: A temporary increase in workload at department, college, and university level for curriculum committees, chairs, associate deans, Undergraduate Education 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. Establishment of a CBMP

Academic units that choose to establish a CBMP must follow the same curricular approval process as for a new degree program. This program must meet the following minimum criteria:

1. Curricula for a CBMP must adhere to existing campus curriculum policies for both Bachelor's and Master's degrees.
2. The roadmap for the program must include at least one semester in which students enroll in a combination of undergraduate and graduate courses.
3. The College of Graduate Studies, Undergraduate Education, and the Registrar shall develop guidelines and processes for administration of a CBMP.

II. Minimum Admissions Requirements to a CBMP

1. Minimum admission requirements must be consistent with existing policy (including policy guiding combined programs, currently found in Coded Memorandum AA-2012-01).
2. Students must be enrolled in or have completed the undergraduate Graduation Writing Assessment Requirement (GWAR) prior to admission into the program.
3. The student must successfully have completed a minimum of 60 undergraduate degree applicable units and not more than 120 undergraduate degree applicable units at the time of application.
4. A program may stipulate more rigorous standards for admission than the minimum criteria.

III. Change to Graduate Status in a CBMP

1. The Registrar's Office in consultation with the College of Graduate Studies shall develop processes for transitioning students from undergraduate to graduate status following all appropriate policy (including policy guiding combined programs, currently found in Coded Memorandum AA-2012-01).

IV. Award of Undergraduate Degree and Graduate Credits

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 is awarded.
2. If a student admitted into a CBMP opts out of, or fails to complete, the Master's degree portion of the program, the following will apply:

a. Credit earned for graduate coursework and used to complete the Bachelor's degree may not be used to satisfy unit requirements of the Master's degree

b. Credit earned for graduate coursework, counting toward the Master's degree, shall be available for application to an SJSU graduate program upon subsequent approval by the program and subject to University Policy S17-7, graduate course revalidation.

A student who reapplies after leaving the CBMP will reapply as a regular Master's degree seeking student subject to the admissions requirements of the program at SJSU.