

Non-Entry-Level Combined-Degree Program Guidelines (See policy in Undergraduate Catalog)

Combined-degree programs are generally those in which a student pursues an undergraduate and graduate degree in the same or highly related field within a coordinated, accelerated, curriculum.

~The guidelines below may also apply to some undergrad/grad *joint* programs.

A *joint* program facilitates the pursuit of two degrees, of which at least one is a graduate or professional degree, in different schools through a coordinated application and/or curriculum. Examples of joint programs include: liberal arts BA with MBA; JD/MBA; or MBA/MSESM.

Credit Hour Requirements: Although students may apply up to 15 credits of graduate-level courses taken while undergraduates towards a master's degree, they must still complete a minimum of 150 semester hours to earn both degrees: at least 120 semester hours are required for the bachelor's degree and a minimum of 30 semester hours at the graduate level for the master's degree.

Undergraduate courses may not be used to fulfill graduate degree requirements. When enrolling in cross-listed undergraduate/graduate courses, students must adhere to the Policy for Cross-listed Undergraduate/Graduate Courses.

Process:

The 120-credit undergraduate or baccalaureate minimum easily encompasses a 30-credit major, plus a minor, and both school and university core curriculum requirements. Combining such with a 30-credit master's is primarily a matter of maximizing scheduling and meeting requirements in 4+1 years. Timing/scheduling is more difficult for undergraduate majors with more than 30 credits in conjunction with master's programs requiring more than 30 credits. In such cases a department, program, or school may consider whether a special, accelerated combined-degree program is viable. Such a program may adjust undergraduate major requirements in recognition of material covered in the graduate program or by applying a few graduate courses to fulfill both undergraduate and graduate requirements. In the latter case, excepting the 3+3 joint law program, such adjustments may only be applied if the combination is greater than the minimum 120 undergraduate and minimum 30 graduate credits. If a department or school does not institute a special combined-degree program, students may, upon approval, still accelerate progress toward a master's degree by taking up to 15 graduate courses while an undergraduate and then, upon admission, applying them to Duquesne's graduate degree programs.

Snapshot: Possible Curriculum with more than 120/30 total:

| | | | |
|---|----|----|-------------------------------|
| ➤ Freshman | 15 | 15 | = 30 credits |
| ➤ Sophomore | 18 | 18 | = 36 |
| ➤ Application: if dept. allows, may apply as early as fall for spring admission | | | |
| ➤ Junior | 18 | 15 | = 33 undergrad credits |
| | 00 | 03 | = 03 grad credits |
| ➤ Senior | 12 | 12 | = 24 |
| | 06 | 06 | = 12 grad credits |
| ➤ Graduation | | | =123 BA/S credits (& 15 grad) |
| ➤ Possible grad-level summer course(s) | | | |
| ➤ MA/S year | 09 | 09 | = 18 |
| ➤ Graduation | | | = 33 MA/S credits |

Program Application: fall and/or spring of junior year as determined by program

- Requirements: transcript, essay, recommendations, graduate entrance exams, TOEFL, etc. as determined by department/program.
 - Could consider waiving graduate entrance exam for student with exceptional record, strong SAT/ACT, and/or other qualifications.
- Submit application to program, which will include electronic or paper application form that goes to the school's graduate office or graduate admission contact person.
 - The application form should note Provisional Acceptance/Admittance (PA) start and probable Official Admittance (OA) as grad student in master's program.
 - Note summer OA if student wants to take summer courses after bachelor's graduation in May. (Confirm OA mid senior year.)
 - The additional form is because the PA and length of time to OA requires special input/note in Banner.

Combined-Program Undergraduate Advising:

- Provisional admittance letter must spell out requirements to remain within program.
- Undergrad status: provisional admission into master's program does not make them graduate students.
 - Full-time undergraduate schedule
 - Undergraduate tuition/financial aid
- Timely intervention
 - If a student is struggling with the load, advise course reductions even if that means decelerating the student's program.
 - A student who drops below undergraduate or graduate required QPA, or earns a C or lower in a grad course, should be dis-enrolled from combined program.
 - Disenrollment from combined program is best done by middle of student's senior year so as to ensure meeting grad requirements for regular bachelor's program.
- With advisor approval undergrads may register for graduate work/credit in bi-level courses. Combined-degree undergrads may selectively take a few grad-only courses.