

## COMBINED BACHELOR'S/MASTER'S PROGRAM POLICIES TERMS OF AGREEMENT

I, \_\_\_\_\_, understand as a student in a combined Bachelor's/Master's program that I must follow all rules stipulated in the American University Academic Rules and Regulations for Graduate Students (referred to as "[Graduate Academic Regulations](#)"), and the policies of my undergraduate and/or graduate academic unit (collectively referred to as "Combined Bachelor's/Master's policies"). These policies include, but are not limited to:

1. Students with a cumulative 3.50 grade point average (GPA) or higher receive automatic admission into the Bachelor's/Master's program. Students with a GPA below 3.50 are welcome to apply to the program.
2. Prior to admission to a combined Bachelor's/Master's program, a student must devise a Plan of Study with their undergraduate advisor, which details the required undergraduate coursework, including which credit will be shared between the bachelor's and master's degrees. Changes to the agreed upon Plan of Study must be submitted on a new form.
3. Credits shared between the bachelor's and master's degree are limited to two courses (6 credits) and must be taken at the graduate level (500-level and above) and must meet degree requirements for each degree, as stipulated in the Graduate Academic Regulations. Limits on credit sharing are detailed in the Graduate Academic Regulations. Credits at the graduate level may only be shared if:
  - a. They satisfy major requirements for the bachelor's degree, or
  - b. They satisfy free electives for the bachelor's degree. However, all available undergraduate and transfer credits must be used to satisfy free electives before using graduate credits. Students who complete their bachelor's degree with over 120 credits may be limited in the number of graduate credits shared through free electives.
4. Students must have a cumulative undergraduate GPA of 3.0 or higher when completing their undergraduate degree to share all credits in the Plan of Study. Only graduate courses with grades of B (3.0) or higher will be allowed to be shared.
5. Students on financial aid must speak with a Financial Aid advisor on all Bachelor's/Master's program financial aid questions as graduate course registration may impact their financial aid package.
6. Once all undergraduate requirements have been satisfied, a student must:
  - a. Register for graduate courses during priority registration of the semester they will graduate with a bachelor's degree
  - b. Graduate from the bachelor's degree program, and
  - c. Become a graduate student the semester following graduation from the bachelor's program (excluding summer sessions).

I understand that the above information are only highlights from the University's policies that are relevant to the combined Bachelor's/Master's program. I agree to consult with the Graduate Academic Regulations and any additional policies from my academic unit for complete information on the combined Bachelor's/Master's degree program. I understand that exceptions to the Graduate Academic Regulations may only be approved by the Vice Provost of Research and Dean of Graduate Studies or by the Associate Dean as stipulated by the Graduate Academic Regulations. Any oral or written advice from other American University faculty or staff members that is contrary to these aforementioned policies do not supersede these rules.

**SCHOOL OF COMMUNICATION BACHELOR'S/MASTER'S COURSE PLANNING SHEET**

Student Name:

Graduate Academic Program of Interest:

\_\_\_\_\_

\_\_\_\_\_

AU ID:

Anticipated Entry Term:

\_\_\_\_\_

\_\_\_\_\_

Home School and Undergraduate Major:

\_\_\_\_\_

Anticipated Graduation Date:

\_\_\_\_\_

**Meet with your undergraduate academic advisor and provide a list of classes to complete your undergraduate degree (core or elective courses).**

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If your course plan below changes, use a new form and repeat the process.**

I, \_\_\_\_\_, plan to enroll in [Course # and Title] \_\_\_\_\_  
and [Course # and Title] \_\_\_\_\_ to count towards both Bachelor's and Master's programs.

Student:

Date:

\_\_\_\_\_

\_\_\_\_\_

Home School Undergraduate Advisor:

Date:

\_\_\_\_\_

\_\_\_\_\_

These Terms of Agreement and Planning Sheet must be submitted as a supplemental item for the graduate application to the Bachelor's/Master's program at SOC. It is strongly recommended that the student keep a copy for their records.