

GUIDELINES FOR COMBINED DEGREE/CERTIFICATE PROGRAMS

Definitions and Categories

Multi-level programs:	The program of study includes a combination of undergraduate and graduate level course work and degrees/certificates
Grad-level programs:	Course work and degrees/certificates for both programs (whether joint or dual) are graduate level.
Joint programs:	Student is concurrently enrolled in two programs and both degrees are awarded simultaneously upon completion of both programs.
Dual programs:	Student is concurrently enrolled in two programs and degrees may be awarded in different terms.

Thus, there are four potential combinations of combined degree/certificate programs:

1. **Multi-level joint programs:** bachelor's/master's programs that require the degrees/certificates to be awarded simultaneously
2. **Multi-level dual programs:** bachelor's/master's programs that may award the degrees/certificates sequentially
3. **Grad-level joint programs:** graduate programs that require the two degrees/certificates to be awarded simultaneously
4. **Grad-level dual programs:** graduate programs that may award the degrees/certificates sequentially

In addition to being differentiated by the level and timing for awarding the degrees/certificates, a key distinguished feature of the programs is the timing for admission. At the time a program is established, the school must indicate when applicants can be admitted to the program. Multi-level programs may be designed to admit students prior to their freshman year (integrated programs), as upperclassmen (e.g., in the first semester of their junior year), or both; grad-level programs may allow either simultaneous or sequential application and admission.

In order to allow students to graduate with their undergraduate class and to obtain a sense of achievement and a credential en route to the graduate degree, it seems desirable to structure combined bachelor's/master's programs as dual programs. When a multi-level joint program is offered, students must be informed, in writing, prior to beginning the program that they will not be awarded their undergraduate degree or be allowed to participate in the University commencement ceremony until all requirements for both degrees have been completed.

Approval and Review

As with all academic programs, new combined programs, as well as changes to existing combined programs, must be approved by the appropriate department(s), Dean, and Academic Affairs prior to public announcement of the program, acceptance of applications, or student enrollment in the program. **Combined programs cannot be self-determined or ad hoc.** They must be approved through the schools involved and through Academic Affairs. Approval by the Board of Trustees is not required, unless a new degree is being created. After school review processes are complete, a Master Program Data form, signed by all departments/programs and schools involved, must be submitted to the office of the Associate Vice President for Academic Planning and Development for approval by Academic Affairs, along with a completed Combined Bachelor's/Master's Degree Proposal Form (Attachment A). To encourage these programs to be launched quickly in response to market need, Academic Affairs fast-tracks their review, and departments and programs are encouraged to develop their own streamlined approval. As with all Master Program Data forms, the justification for the program, admissions criteria, and curricular requirements for completion of the program must be clearly articulated. Specifically, the proposal must clearly state the following:

1. When prospective students can apply and be admitted to the program (e.g., before their freshman year, in their junior year, within the first year of a graduate degree program).
2. How admission requirements to the programs will be modified (e.g., through the setting of higher GPA requirements, criteria to be met after initial provisional admission).
3. The specific courses and number of credit hours that will be taken as an undergraduate and double-counted, if any.
4. Any plans to enrich the experiences of students during their undergraduate phase (e.g., special seminars, undergraduate research).
5. Whether different credentials will be awarded simultaneously or sequentially.

As programs are being proposed, departments/programs must work with the Office of Student Financial Assistance and the Office of Graduate Student Assistantships and Fellowships to determine student eligibility for various types of financial assistance.

Combined programs should be reviewed periodically to ensure that they are maintaining high standards of quality and contributing to the good of the department, school, and University. The programs will be included in the academic program review of each department/program every five years. In addition, it is the responsibility of the schools to monitor new combined programs during their first four years and to initiate procedures to modify, phase out, or terminate programs that do not meet standards of quality or are not financially viable.

An inventory of all combined programs is maintained by Academic Affairs (the Registrar's Office and Institutional Research have authoritative lists of programs; Graduate Student Enrollment Management maintains a descriptive chart).

Program Administration

Each combined program must have a designated program director or advisor responsible for counseling and monitoring prospective and current students and serving as a point of contact for prospective and current students and for university administration offices. These advisors/directors are responsible for ensuring that admissions criteria and processes are fair,

prospective applicants are well-informed about the admissions requirements and the program, students are advised and monitored, and school and University standards are upheld.

The program director/advisor for each combined program must work with his/her dean's office to develop written guidelines for their program, clearly stating:

1. When an applicant can apply and be admitted to the combined program (e.g., as incoming freshmen, in the first semester of their junior year, anytime during their graduate degree program).
2. Application requirements and admissions standards.
3. Financial aid eligibility.
4. The maximum number of courses that can be double-counted (see guidelines under *Academic and Curriculum Requirements*).
5. When students can begin taking course work in the program – particularly when undergraduate students in multi-level programs can begin taking graduate courses.
6. When each degree will be awarded.

Additionally, schools need to establish policies and processes for students whose plans or academic standing change during their combined program. Guidelines must be established for students who:

1. Elect to drop out of a combined degree program – distinctly a possibility for freshmen whose interests may evolve during their early undergraduate years. Students who change their minds should be counseled about other options at GW and should not be counted as dropouts from the graduate program.
2. Are not approved to continue beyond the bachelor's level or are suspended or dismissed from one of their combined programs; these students too may need counseling about their options.
3. Are in a multi-level program involving a master's degree, but choose to go on to a doctoral program. Since some of the coursework for a master's degree relevant to the doctoral program would have been taken while the student was an undergraduate, some programs may wish to limit the number of hours of master's work that can be carried into the doctoral program (for example, to 24 hours total), based on the belief that undergraduates do not have the maturity as scholars to benefit fully from courses.
4. Are in a grad-level program, but either have academic difficulties in one component of the program or decide not to complete both components. Schools need to confirm whether students will be allowed to continue on in only one part of the program.

Admissions Requirements and Procedures

Admissions standards should be set for each degree/certificate component of the combined program by the department and school offering the specific degree or certificate. Admissions criteria and processes need to be communicated clearly so that prospective students know what is required in the way of academic credentials, standardized test scores, prior course work, work experience, and any other background or supporting documents. The department/programs should include information about combined programs and their requirements on their websites and in promotional materials. Information on multi-level programs will also be included in undergraduate admissions materials, and grad-level program info will be included in graduate admissions materials.

Application Fees

Applicants applying simultaneously to more than one school or department must normally pay two application fees and submit a separate application and supporting documents to each school and department unless there is a documented policy to the contrary. If the applicant has already enrolled at GW in an undergraduate or graduate certificate or degree program or is an alumna of GW, the application fee is waived.

Admissions Requirements

Even though admissions requirements for a component of the combined program may be somewhat different than those usually required for admission to the degree or certificate, the intent should be to ensure that students will be able to succeed at the level of the course work required. Generally speaking, applicants to multi-level programs must have strong academic records or other evidence of their ability to meet the academic challenges of a combined program so their presence in the classroom will not in any way compromise the quality of the educational experience for others. Specific guidelines for admissions criteria for different combined programs are listed below.

1. Multi-level Programs Admission Prior to the Freshmen Year

Care should be taken to establish high standards of admission aimed at ensuring that the student will be regarded as an attractive candidate for undergraduate support and for the graduate program three years hence. For example, in order to attract strong candidates worthy of undergraduate merit awards, the BA/JD requires applicants to be in the top 5% of their high school graduating class with SAT scores in the 95% range or better (around 1390 or higher); BA/master's programs might reasonably aim for a class standing in the top 5% and SATs of 1350 or higher. It should be extremely rare that the graduate program faculty feels compelled to retract the initial offer of admission. For such students, the undergraduate application, along with any special supporting documents or requirements, will serve as the basis for admission to a master's program. A graduate admissions application need not be completed at the point of initial admission, and GREs or similar admissions tests need not be taken at the point of initial admission. However, the program may impose additional requirements, including submission of standardized test scores, before full admission is granted. The faculty of the graduate program must set its standards of admission carefully with the idea that a seat in a graduate program is being guaranteed unless the student fails to meet clearly stated performance criteria (e.g., undergraduate GPA criteria, tests or interviews to ensure suitability for the field).

The graduate program or combined program faculty should decide whether it wants to (1) set its admissions criteria and a target number of students to admit and allow the Office of Undergraduate Admissions to apply those criteria to accept qualified students, or (2) review applications itself after initial screening by Undergraduate Admissions and referral of minimally appropriate applications. Program review of application materials is recommended where qualifications beyond satisfactory GPAs and SAT scores are desired (e.g., creative achievement, interpersonal skills of the sort required in clinical practice).

The Office of Undergraduate Admissions should make it possible for faculty in the graduate program to call or otherwise make contact with outstanding prospects to address questions they may have and to encourage them to consider the program if it is appropriate. Some programs may wish to interview applicants before making admissions decisions.

When an offer of admission is given, the student should be apprised of the performance standards that must be met to remain in the combined program. It is recommended that, at a minimum, the standard be an overall grade-point average of at least 3.0, with no grade below a *B* for graduate-level course work. Higher minimum academic requirements may be set by individual schools or programs, and should never be lower than those required for graduate students in the program.

Multi-level students who apply prior to their freshman year but are not admitted should be notified by Undergraduate Admissions, advised whether they can apply to the program after they have begun their GW undergraduate program, and provided information on related options for graduate study at GW.

2. Undergraduate Admission to Multi-level Programs

Current undergraduates interested in applying to a multi-level program must submit both a completed graduate admissions application and a Combined Program Application for Admission form (Attachment B) to the appropriate graduate admissions office. Applicants should also note on the application for admission form that they are applying for a second program, and the school to which they are applying. Unless exceptions are detailed and approved by Academic Affairs, application requirements should be the same as for any graduate applicant, including test scores, statement of purpose, and recommendations.

Admissions standards, even for junior admits, should in most cases be more rigorous than those for other graduate applicants, simply because students will be taking graduate courses as undergraduate students and must therefore have solid academic skills in order to succeed.

To avoid negatively impacting financial assistance, the graduate application for admission must be entered for the appropriate admit term. For dual programs, this will be the first semester following anticipated awarding of the undergraduate degree. For joint programs, the admit term should be the first semester after student is expected to have completed 117 undergraduate credit hours.

Students admitted to dual multi-level programs should be notified that they are expected to follow a program of study that will ensure completion of their undergraduate degree by their stated admit term. Should this timeline change, students must notify their undergraduate and graduate advisors, as well as the graduate admissions office.

3. Admission to Grad-level Programs

Unless exceptions are detailed and approved by Academic Affairs, applicants to grad-level combined programs must submit a separate completed graduate Application for Admission, all supporting documents, and a Combined Program Application form to the graduate admissions office for each school or department. Applicants should also note on the Application for Admission form that they are applying for a second program, and the school to which they are applying.

After the application has been reviewed by department/program faculty, the admissions office sends out a decision letter. Offers of admission must include detailed guidelines about the program (see *Program Administration*, above). If a student is denied or declines admission to one of the programs, the school should notify the admissions office for the second program.

Enrollment Deposits

A graduate enrollment deposit is not to be required from students admitted to a multi-level program, but each school can decide whether or not to require multiple enrollment deposits from grad-level program applicants.

Coding/Tracking

All applicants for academic certificate programs must be appropriately coded and entered in BANNER student information system, following the guidelines established by the Office of Graduate Student Enrollment Management and, for multi-level programs admitting freshmen, by the Office of Undergraduate Admissions.

1. Multi-Level Programs

Admitted Prior to the Freshman Year:

Coding and tracking integrated multi-level programs should generally follow the processes established by the Office of Undergraduate Admissions for freshman-admission programs.

Admitted While an Undergraduate:

The graduate admissions office needs to ensure that a new admissions record is created for the student in Banner, whether the student applies for the graduate portion of the program online or using the paper application. To avoid negatively impacting student financial aid, specific processes must be followed to correctly code and track multi-level student. These processes are detailed in a separate document, *Coding/Tracking Procedures for Combined Degree/Certificate Programs*.

2. Grad-Level Programs

Students who are applying to grad-level programs must be coded as being in a dual degree program, with one program designated as the primary curriculum and the other as the secondary curriculum. Details on this process are provided in a separate document, *Coding/Tracking Procedures for Combined Degree/Certificate Programs*.

Student Financial Assistance

When establishing a combined program, departments and programs must work with the Office of Student Financial Assistance and the Office of Graduate Student Assistantships and Fellowships to determine student eligibility for various types of financial assistance. Generally speaking, students in multi-level programs will not be eligible for graduate student support until after their undergraduate degree has been awarded and will not normally be eligible for undergraduate financial assistance once they have matriculated into the graduate program. However, freshman-admission programs can be established with a fixed tuition plan (see *Revenue & Expense Considerations and Tuition Pricing*, below) that provides consistent tuition rates and financial assistance throughout the combined program.

To retain eligibility for undergraduate Federal and institutional financial aid, the number of graduate courses for which an undergraduate student is registered in any given semester or summer session cannot be more than half of his/her total course load.

Academic and Curriculum Requirements

Students admitted to combined programs will, at a minimum, be required to meet the academic standards and timeline for completion that are in place for each component of the program. It is recommended that multi-level programs establish higher standards for undergraduate course work (e.g., a minimum GPA of 3.40).

Double counting of hours is not required, but has traditionally been a component of combined programs because it allows the student to save both time and money. The number of credit hours that may be doubled-counted toward degrees/certificates may vary somewhat between these programs and should be determined by each school, based on the following general guidelines.

1. For the credit to be double-counted, **all** of the following conditions must be met:
 - a. the course work must be approved by the relevant departments as applying toward both program requirements;
 - b. the student must have received a grade of *B* or better; and
 - c. the course work must have been taken for graduate credit.
2. The maximum number of credit hours that is counted toward bachelor's/master's combined programs should generally not exceed 25% of the hours required for the master's degree.
3. For combined grad-level certificate/master's programs within the same discipline, all course work completed for a graduate certificate may be double-counted.

Advising and Academic Progress

Prior to matriculating into a combined degree program, the student must be provided with accurate information about unique advising, registration, or graduation policies or requirements (see School of Business example, Attachment C).

With the exception of grad-level certificate/degree programs in the same department, each student entering a combined program should have an advisor in both components of their program. These individuals, with assistance from their deans' offices, should jointly determine how the relevant departments and/or schools will work together to advise the student and monitor academic progress and should establish formal lines of communication. For instance, it must be determined who will provide departmental and school approval for registration transactions and special requests; who will advise the student about courses to take at different points in the program; and when primary advising responsibility will pass from one component of the program to the other.

It is important that the academic performance of all students in combined programs be carefully monitored, particularly to ensure that a multi-level student's overall GPA and the GPA for graduate courses do not drop below 3.00 (or higher, based on school policy). Students in multi-level programs should also be formally evaluated prior to the start of the graduate year to reconfirm that they are qualified and well-prepared to begin the graduate program, with the understanding that they can be terminated from the combined program for lack of acceptable undergraduate performance.

Programs of study should be established as early as possible to ensure that course work for both multi-level and grad-level is appropriately sequenced and scheduled to ensure students' timely completion of program requirements.

Multi-level dual programs may defer formal admission to the graduate program until the student has successfully completed all requirements for the bachelor's degree. While students who fail to meet this requirement can request their admissions to the graduate program be deferred, they should not be allowed to move into graduate study without being formally admitted.

If enrollments in a combined program grow, programs should consider developing special meetings and colloquia to help students develop a sense of identity and community and to strengthen advising and expand support systems.

Faculty and students need to know that students enrolled in a dual grad-level program involving two graduate levels (i.e., MD/PhD = level 05 and level 02) will have two separate transcripts and will need to be registered in each school until graduation. If both levels are the same (master's/master's or master's/graduate certificate), the student will have only one transcript listing courses from both programs.

Graduation and Academic Records

In addition to maintaining students' academic records and monitoring their progress, schools are responsible for communication with their counterparts in the students' second program, notifying them whenever there is a significant change in the student's academic status. Graduation clearance should also be coordinated between the different programs/schools.

Students enrolled in multi-level joint programs cannot participate in The George Washington University commencement until degree requirements have been met for both the graduate and undergraduate programs. Participation as a "walk-through" in school-specific graduation events upon completion of undergraduate degree requirements is at the discretion of the undergraduate school dean's office. Additionally, these students are eligible for graduation honors and awards only after completion of all requirements for both degrees.

Revenue & Expense Considerations and Tuition Pricing

Financial issues that arise in creating combined programs include the following: (1) deciding whether to double count course work toward both degrees and, if so, how much; (2) setting appropriate tuition rates; and (3) crediting revenue and budgeting for expense.

Double Counting Hours

It is common practice in junior-admission combined bachelor's/master's programs to allow students to accelerate their education and save money in the process by "double counting" graduate courses taken as an undergraduate toward both the bachelor's and the master's degree. Indeed, this is the primary appeal of a combined program. Double-counting courses is akin to offering a tuition discount, as the student ultimately requires fewer credit hours than usual to complete both degrees. GW's guidelines for approving junior-admission combined bachelor's/master's programs have allowed up to 25% of the coursework for the master's degree to be double counted (with some grandfathered exceptions). Other universities that allow double counting in combined programs generally allow a similar percent (between 6 and 12 hours) to be double counted. However, not all such programs double count hours; some simply lay out a schedule that allows students to complete both degrees efficiently.

Because of implications for program revenue, the issue of double counting should be carefully considered when a combined program is proposed. Each proposed bachelor's/master's program must analyze the likely value of the program and decide whether tuition discounting for the fifth year of study is appropriate in order to make the program sufficiently attractive to

incoming freshmen, bearing in mind the value of a guaranteed early admission decision, any undergraduate enrichment experiences to be provided, and faster degree completion. Note that University policy allows only seniors to enroll in graduate courses; note also that undergraduate student registration in graduate courses can affect financial aid eligibility (see *Student Financial Assistance*, above); and, finally, note that summer course offerings can facilitate efficient completion of requirements.

Tuition Rate

The fixed price tuition pricing plan for GW undergraduates, which guarantees a flat tuition rate for five years of study and allows students to carry any grant of aid they receive through completion of a combined or integrated program, provides a new context for tuition pricing of combined bachelor's/master's programs. Students in the MD and JD programs complete only three years of undergraduate study (i.e., they can "double count" 30 hours) and pay a blended tuition rate that charges them a premium for early guaranteed admission into a highly desirable program that offers undergraduate enrichment experiences.

When new freshman-admission combined bachelor's/master's programs are proposed, approval must be obtained for a tuition pricing plan. Table 1 provides an example of a hypothetical 36-hour master's program. The first row shows the preferred tuition, using the 2005-06 freshman tuition rate as an example (\$36,370 per year for 5 years). This rate is based on the assumption that students should pay a premium to gain guaranteed admission as incoming freshmen to a desirable graduate program, to receive unique undergraduate enrichment experiences, and to save what amounts to almost a year of study in both time and tuition. The cost can be compared to the cost of simply earning a bachelor's degree and then earning a master's degree separately (see the second row in Table 1: \$36,370 x four years, plus 18 credit hours at \$1,123 per hour in the 5th year and 18 hours at \$1,179 per hour in the 6th year). Doing the latter would both take an extra year of study and incur the living expenses required for this extra year. A junior admission BA/MA program modeled after the programs we currently have would be less expensive than the freshman-admission variant of the same program (see the third row, based on the assumption there are 27 credit hours to be completed in the 5th year at \$1,123 per credit hour, for a total of \$175,801).

Students in freshman-admission programs will have stellar credentials and will keep the GW grant they were awarded at admission for their full five years of study, with the funding coming from the Undergraduate Admissions budget. Graduate programs may wish to offer additional graduate student support, but would not normally need to do so, as the student's family will have committed to a five-year funding plan upon admission. By coding students as undergraduates for their first four years, we allow them to maintain undergraduate eligibility for loans as long as possible. In their fifth year, they would be eligible for loans as graduate students.

Tuition Revenue Credit and Expense Budgets

Using current methods of attributing tuition revenue credit, the school offering the bachelor's program receives full credit for the student through completion of the bachelor's degree (i.e., through the fourth year). The school offering the graduate program bears the expense of offering graduate courses to students while they are still undergraduates, but realizes no revenue credit until the students' fifth year, when they become graduate students. Yet the graduate program benefits from an additional stream of exceptionally qualified students and receives credit for approximately 75% of their graduate revenue. The graduate program also benefits from the fact that the student's financial assistance will be charged to Undergraduate Admissions rather than to the graduate program (i.e., from a student who brings revenue at little cost). Given this analysis, the status quo should be satisfactory if only a couple of students a

year are admitted, courses would be offered anyway, and the program is not oversubscribed. However, if enrollments expand and/or if per student teaching costs are high, the graduate program may need additional resources to cover the expense of teaching students while they are still undergraduates.

When a program is proposed, plans for handling of revenue and expense must be approved by Academic Affairs and, if necessary, the Budget Office. A justification must be provided if the proposed tuition is less than the established rate of these programs (the freshman rate x five years), based on such factors as the length of the program, the nature of its market, graduate's career opportunities, and an analysis of what the market will bear. Business plans with projected revenue and expense budgets may be submitted if enrollments of five or more new students per year are envisioned. If freshman-admission programs gain popularity, the graduate program may be provided, on a per student basis, with an advising fee to help support cross-school/department coordination, advising, and enrichment activities. Either at the program proposal stage (if large enrollments seem likely) or when enrollments reach the point at which additional resources are needed, the program should submit an expense budget through their school to request resources for additional instructors, internship supervisors, advisors, and other such resources.

Academic Affairs
February 2005

TABLE 1

Sample Pricing for Freshman Admission BA/MA Programs (36-credit-hour graduate program, double counting 9 hours, CCAS student)

	<u>Freshman FY 06</u>	<u>Sophomore FY 07</u>	<u>Junior FY 08</u>	<u>Senior FY 09</u>	<u>Master's FY 10</u>	<u>Total</u>
Tuition for combined BA/MA (upper bound — premium for early admission — desired model)	\$ 36,370	\$ 36,370	\$ 36,370	\$ 36,370	\$ 36,370	\$ 181,850
Cost of \$36,370/yr BA, then MA at 18 x \$1,123 in FY10, then 18 x \$1,179 in FY11	\$ 36,370	\$ 36,370	\$ 36,370	\$ 36,370	\$ 41,436	\$ 186,916
Cost of junior admission BA/MA	\$ 36,370	\$ 36,370	\$ 36,370	\$ 36,370	\$ 30,321	\$ 175,801
Amount Paid by Student Qualified for Maximum Grant						
Fixed five-year tuition	\$ 36,370	\$ 36,370	\$ 36,370	\$ 36,370	\$ 36,370	\$ 181,850
University merit discount (lowest merit award)	(\$ 15,000)	(\$ 15,000)	(\$ 15,000)	(\$ 15,000)	(\$ 15,000)	(\$ 75,000)
Amount owed by student	\$ 21,370	\$ 21,370	\$ 21,370	\$ 21,370	\$ 21,370	\$ 106,850
Graduate Tuition						
Per credit hour (increased 5% per year)	\$ 924	\$ 970	\$ 1,019	\$ 1,070	\$ 1,123	
Cost of 5 th year (27 credit hours)	\$ 24,948	\$ 26,190	\$ 27,513	\$ 28,890	\$ 30,321	

NOTE: Assumes undergraduate fixed-priced tuition of \$36,720 for 2005-06 and graduate tuition rate of \$924 per credit hour in 2005-06 with 5% per year increases for subsequent years.

ATTACHMENT A

COMBINED BACHELOR'S/MASTER'S DEGREE PROPOSAL FORM

(request to allow an existing bachelor's/master's program to admit incoming freshmen)

Undergraduate major(s) to be involved:

Graduate degree (and concentrations, if applicable) to be involved:

Program type: Dual (degrees to be awarded sequentially B preferred)
 Joint (degrees awarded simultaneously upon completion of master's degree program)

Director of the program (with address, phone, e-mail):

Points at which admission will be possible (check all that apply):

As an incoming freshman
 As a junior
 Other: _____

Number of new students expected to enroll in the combined program each year:

AY _____ = _____ new students AY _____ = _____ new students AY _____ = _____ new students
AY _____ = _____ new students AY _____ = _____ new students AY _____ = _____ new students

Total number of credit hours to be double counted*: _____ credit hours

Total number of credit hours required for the master's degree: _____ credit hours

Note any planned enrichment activities for undergraduates below (e.g., assignment of graduate advisor, group seminar, undergraduate research involvement, internship/part-time work experience):

* *The number of credit hours taken as an undergraduate that will count toward both the bachelor's and the master's degrees (up to but no more than 25% of credit hours required for the master's).*

ADMISSION CRITERIA

Incoming freshmen (if applicable):

Rank in high school class (e.g., top 5%): _____
SAT I scores (e.g., 1350 or better): _____
Minimum verbal score (if desired): _____
Minimum math score (if desired): _____

ADMISSION CRITERIA

Incoming freshmen (continued):

Other admission criteria (e.g., community service, leadership, commitment to master's field as evidenced in personal statement): _____

Other steps in the admissions process needed at the freshman state (e.g., personal interview):

Freshman admission decision to be made by:

- Undergraduate Admissions, based on stated criteria
 Graduate program, based on material provided by Undergraduate Admissions

Will freshman admissions be provisional only or full (even if subject to meeting conditions as an undergraduate)? Provisional Full

Conditions to be met for full admission to graduate program (e.g., overall undergraduate GPA of 3.40,* special exams; a grade of *B* or better in graduate course work taken as an undergraduate; completion of any required research, internship, or employment.) NOTE: These conditions must be clearly stated in the admissions letter, along with appropriate timelines for when they must be met.

* A minimum overall GPA of 3.40 is advised; many programs require a 3.5 or higher

Undergraduate admission:

When student can enter the combined program (check all that apply):

Sophomore Junior Senior

Admissions criteria for graduate program:

Overall undergraduate GPA (should be at least 3.40): _____

GPA in graduate courses taken as an undergraduate: _____

Will a grade of less than *B* be allowed in graduate courses: _____

Will GRE, GMAT, or MAT scores be required*? Yes No

If yes, when to be taken and expected minimum scores: _____

Other: _____

* GRE, GMAT, and MAT scores not normally required for freshman-admission programs.

Regular admission to the master's program (for comparison purposes):

Undergraduate GPA: _____

Expected minimum GRE, GMAT, MAT scores: _____

Other: _____

ATTACHMENT B

Combined Program Application for Admission

The George Washington University

All non-freshman applicants to dual or joint degree programs must complete this form and submit it to the appropriate graduate admission office(s), along with a completed application for admission.

Name: _____ Student ID#: _____
Last Name First Name MI

Date of Birth: ____/____/____ Application term: [] Fall [] Spring [] Summer Year: ____
Month Day Year

Please indicate the graduate program(s) to which you are applying:

First Graduate Program

School: _____ *Office use only*
Intended degree (M.B.A., Ph.D., certificate, etc.): _____
Intended field of study: _____
Concentration within field (if applicable): _____

Second Graduate Program *(if applicable)*

School: _____ *Office use only*
Intended degree (M.B.A., Ph.D., certificate, etc.): _____
Intended field of study: _____
Concentration within field (if applicable): _____

If you are a current GW undergraduate applying to a combined undergraduate/graduate program, please describe your current undergraduate program status below.

School: _____ *Office use only*
Degree (B.A., B.S, etc.): _____
Major: _____
Concentration within major (if applicable): _____
Current undergraduate standing: [] Senior [] Junior [] Sophomore Current GPA: _____
Expected semester for completion of undergraduate degree: [] Fall [] Spring [] Summer Year: _____

Student's Signature: _____ **Date:** _____

Please submit this form to the graduate admissions office for each school to which you are applying. Current undergraduate students applying to a combined undergraduate/graduate program must also submit the form to their undergraduate advisor.

ATTACHMENT C

SCHOOL OF BUSINESS

IMPORTANT FIVE-YEAR PROGRAM ADVISING NOTICE

YOU MUST READ THIS FORM.

You are responsible for proper course selection during registration. You must be aware of the following items when you register as a Five-Year Program candidate:

1. You must meet with your Undergraduate Five-Year Advisor for all undergraduate requirements and your Graduate Advisor for all graduate requirements.
2. You must register for courses selected from the Advisor Approval Form only. Any deviation may result in completing a course that is inappropriate for your program; this could impede your progress toward graduation.
3. You will not be awarded either a Bachelors degree or a Masters degree until you have completed all requirements for **BOTH** degrees.
 - You **CANNOT** participate in The George Washington University Commencement when you have completed your undergraduate degree requirements; however, you may participate in the SBPM School Celebration as a “Walk-through” if you have fewer than nine undergraduate credit hours remaining in your program. “Walk-through” applications are available from the Undergraduate Five-Year Advisor.
 - You may participate in both The George Washington University Commencement and the SBPM School Celebration when you have completed all requirements for **BOTH** degrees.
 - You are eligible for graduation honors and awards only after you have completed all requirements for **BOTH** degrees.
4. After you have completed 117 credit hours, you are no longer eligible for undergraduate financial aid, including merit and/or need-based scholarships. However, you may be eligible for **graduate** financial assistance; you must apply for funding through the Office of Student Financial Assistance and/or the Office of Fellowships and Graduate Student Support.
5. Although some of your courses may fulfill graduate degree requirements, you will pay undergraduate fees until you have completed 117 credit hours. After you have completed 117 credit hours, you are considered a graduate student and will pay graduate fees, even if some of your courses are fulfilling undergraduate degree requirements.
6. It is your responsibility to understand the fee schedule as outlined in the *GW Bulletin*. Refunds for a complete or partial withdrawal from courses will be granted based on this fee schedule.

YOUR SIGNATURE ON THIS FORM VERIFIES THAT YOU HAVE READ THE ABOVE INFORMATION AND UNDERSTAND THE RAMIFICATIONS OF IMPROPER REGISTRATION.

Signature

Date

White: The Advising Center

Yellow: Student