***To propose the development of a combined program, the following guidelines MUST be reviewed and taken into consideration.***

**SACSCOC Core Requirement 2.7.1: Program Length**

2.7.1 The institution offers one or more degree programs based on at least 60 semester credit hours or the equivalent at the associate level; at least 120 semester credit hours or the equivalent at the baccalaureate level; or at least 30 semester credit hours or the equivalent at the post-baccalaureate, graduate, or professional level. If an institution uses a unit other than semester credit hours, it provides an explanation for the equivalency. The institution also provides a justification for all degrees that include fewer than the required number of semester credit hours or its equivalent unit. (Program Length)

**Current combined program language available in the preliminary 2017-2018 catalog:**

All combined baccalaureate/master’s degree programs offered at the University require a minimum of 150 credits, comprised of a minimum of 120 credits for the baccalaureate degree and a minimum of 30 credits for the master’s degree. All 30 of the master’s degree program credits must be at the graduate level (5000 level or above). A maximum of 12 credits of graduate coursework may be used to satisfy both degrees. The baccalaureate degree will be conferred before the master’s degree. The minimum GPA requirement for admission into a combined program is 3.0; however, each program may impose higher admission requirements. Please follow the links to the college sections below for the individual combined degree program information.

**Student Eligibility and Record Management**

Admissions:

* Students may be considered for admission into a combined program by completing the combined program application.
* The application requires the approval of Undergraduate and Graduate departmental staff.
* Completed combined program applications are submitted to the Graduate College along with a non-refundable $30 application fee, made payable to FAU.

Eligibility:

* Student can apply at their junior status OR after having completed 60 credits in a bachelor’s degree program at FAU.
* Student must have a minimum overall GPA of 3.0.
* Student must meet all admission criteria for the graduate degree program.

**Shared Credits:**

**Up to (12) credit hours of graduate credit (5000- or 6000-level coursework) may be shared between the graduate and undergraduate degree. The proposal must include academic justification and rationale for allowing credits to be shared between the two degrees.**

Graduate Status:

* Students will not have graduate status until their undergraduate degree is conferred.

Award of Degrees:

* Students must apply for their bachelor’s degree as soon as the degree requirements have been completed.
* The bachelor’s degree and master’s degree cannot be awarded in the same term.

***The questions below will assist you in determining if the combined program will be an asset to the University and student body. Please read carefully and proceed with the current procedure to develop a Combined Program if all questions are answered Yes.***

**Questions to consider prior to developing a combined program:**

Is the quality and integrity of both degrees being preserved? Please explain this in your proposal.

Is the program intended for academically talented and high achievers?

Is the program pedagogically sound?

Is there sufficient academic justification for combining these programs? Please explain this in your proposal.

Are all of the expected prerequisites for the graduate courses being honored?

***Below are the current and proposed procedures to develop a combined program. Currently the process takes place with two (2) individual forms which must gain approval from all entities listed below. The proposed procedure simplifies the process by unifying the two (2) forms into one (1) and collecting the signatures of the shared entities only once. Shared entities are in bold.***

**Current Procedure to Develop a Combined Program:**

1. Department must complete Undergraduate Programs – New Course Proposal form
2. Submit form to be reviewed by University Undergraduate Program Committee (UUPC)
3. Form MUST have all required signatures of approval (**Department Chair**, **College Curriculum** **Chair**, **College Dean**, University Undergraduate Programs Committee (UUPC), Undergraduate Studies Dean, **UFS President and Provost**)
4. Department must complete Graduate Programs - Program Change Request form
5. Submit form to be reviewed by University Graduate Program Committee (UGPC)
6. Form MUST have all required signatures of approval (**Department Chair**, **College Curriculum** **Chair, College Dean**, University Graduate Programs Committee (UGPC), Graduate College Dean, **UFS President and Provost**)
7. Approved forms are submitted to the Office of the Registrar to update the catalog with the newly approved combined program and create the Banner attribute code

**Approved Procedure to Develop a Combined Program as of October 10, 2016:**

The purpose of this proposal is to streamline the current procedure to develop a Combined Program by unifying the two (2) forms currently used into one (1) form. The proposed form will in turn make the approval process more efficient and effectively improve the current procedure.

1. The department must complete New Combined Degree Program Request Bachelor’s to Master’s form.
2. Submit form to be reviewed by University Undergraduate Program Committee (UUPC). UUPC will forward approved form to UGPC for review and approval.
3. Submit form to be reviewed by University Graduate Program Committee (UGPC).
4. The form MUST have all required signatures of approval (Department Chair, College Curriculum Chair, College Dean, University Undergraduate Programs Committee (UUPC), Undergraduate Studies Dean, University Graduate Programs Committee (UGPC), Graduate College Dean UFS President and Provost)
5. The approved form is submitted to the Office of the Registrar to update the catalog with the newly approved combined program and create the Banner attribute code.