



**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"), the policies of my undergraduate and/or graduate academic unit, and the policies of my undergraduate and/or graduate teaching unit (collectively referred to as "Combined Bachelor's/Master's policies"). These policies include, but are not limited to:

1. Prior to admission to a combined bachelor's/master's program, a student must devise a Plan of Study with his/her undergraduate advisor and Graduate Admissions 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 receive the prior written approval of the student's advisor, as it may change the amount of credit that can be shared.
2. 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.
3. Students must have a cumulative graduate GPA of 3.3, with the exception of Global Media that must have 3.5, or higher when completing their undergraduate degree to share all credits in the Plan of Study. If the cumulative graduate GPA is below 3.3, only graduate courses with grades of B or higher will be allowed to be shared.
4. Financial Aid awarded for undergraduate studies may not be used to pay for courses that will only count towards the master's degree. Students are advised to speak with a Financial Aid advisor on all Bachelor's/Master's program financial aid questions.
5. Once all undergraduate requirements have been satisfied, a student must:
 - a. Graduate from the bachelor's degree program, and
 - b. Maintain continuous enrollment and 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 and teaching 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:

Undergraduate Major:

Anticipated Graduation Date:

Step 1:

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

Step 2:

Meet with the Graduate Program Director (SOC faculty) to identify courses to meet the Master's degree program.

I, _____, plan to enroll in _____ and _____ to count towards both bachelor's and master's programs.

Student:

Date:

Undergrad Advisor:

Date:

Program Director:

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. It is strongly recommended that the student keep a copy for his or her records.