

**The Graduate School**  
**Guidelines for Bachelors/Masters Programs**  
**November 2010**  
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*Introduction and Rationale*

Bachelors/Masters programs offer students the opportunity to seamlessly integrate learning at both levels. These programs argue for an efficient move through two degrees and the ability to jump-start student professional development by completing two degrees in less time than it would to complete them separately. Loyola University Chicago has long included its combined degree programs as one of its attractions for undergraduates. As of 2010, Loyola has more than 15 combined bachelors and masters degree programs that enable students to complete both degrees in five years. Nine of the five-year programs reside in The Graduate School.

Bachelors/Masters programs first appeared at Loyola during the mid-to-late 1990s. These first took the form of BS/MS degrees and were followed by a few BS/MA and BA/MA programs. These degrees represent a variety of approaches. Because they developed program-by-program, rather than under a university structure to shape them, some of these programs only marginally meet current university policy and do not fall within the five-year Bachelors/Masters structure causing student record and degree conferral problems. In addition, the admission requirements for some of the existing programs do not possess Fr. Garanzini's mandate that they are designed for Loyola's most talented students. These guidelines are intended to strengthen the admission requirements as necessary and bring uniformity to current and future programs.

Strategy 1 of Loyola University Chicago's 2009-2015 Strategic Plan calls for the creation of additional programs for talented students to expand their opportunities for more advanced academic work. One area targeted under Tactic 5 is the expansion of five-year bachelors/masters programs. This initiative and the fact there has been new interest among a number of units in creating such programs mandate that The Graduate School develop policies to oversee the creation and operation of these programs. Additionally, the Graduate School has been directed to develop appropriate guidelines structured generally along the 4 + 1 model typically employed for such programs here at Loyola University Chicago as well as at other peer and aspirational institutions.

Goal 4 of the Graduate School's Strategic Plan focuses on the relationship between graduate and undergraduate students. Strategy 1 commits the Graduate School to improve existing and expand bachelors/masters program offerings. These guidelines address the first step in meeting the actions and directions set forth in this strategy:

- regularize the overall structure of existing programs,
- establish uniform admission standards to attract the most able undergraduates,
- restructure the admission process so that all dual degree students begin their programs in the fall of the senior year,
- mandate that whenever possible all undergraduate students begin their graduate coursework with the introductory course required in their specific program,
- require programs to assign a graduate student mentor for each undergraduate admitted to a dual degree program.

### Program Operation

The Graduate Program Director will coordinate this program. He/she will work with the unit's Director of Undergraduate Programs to advise students on their applications and to assure there is no significant overlap between courses completed at the undergraduate and graduate level. Additionally, the Graduate Program Director will work with GPEM to ensure that the student is coded correctly in LOCUS. The Graduate Program Director will appoint a graduate student mentor for each bachelors/masters student during their senior year as they begin taking graduate courses.

### Admission Requirements

Bachelors/Masters programs are designed to enhance the opportunities for advanced training for Loyola's most talented undergraduates. Admission to these programs must be highly competitive and will depend upon a positive review of credentials by the program's admission's committee. Accordingly, the admission requirements for these programs are higher than those required if the masters degree were pursued entirely after the receipt of the bachelors degree.

Requirements:

- Declared undergraduate major,
- Junior based on credit hours earned,
- A minimum cumulative GPA of 3.3 for all course work at Loyola,
- A minimum 3.5 GPA in at least 5 completed courses in the major, three of which must be at the 300 level,

Students not eligible for the accelerated program may apply to the masters program through the regular admissions process.

A student should apply for admission to the program between January 15 and March 15 of his/her junior year by submitting a transcript, a writing sample (if applicable for the discipline), 3 letters of recommendation, and a one-page statement of purpose. If an undergraduate has enough credits to graduate in three years, the student must apply between January 15 and March 15 of the second undergraduate year. Programs with students who fall into this category must work closely with the Graduate School on issues of timing and structure.

Students will receive conditional admission, pending the review of their grades at the conclusion of the semester of application. Once admitted to the Bachelors/Masters program, students are required to meet the academic standing requirements of the Graduate School.

### Curriculum

Students in a bachelors/masters program will begin graduate courses during the first semester of their senior year, beginning with the introductory course for the program whenever possible. Depending on how the overall bachelors/masters program is structured, students will complete 6-9 hours during their senior year for programs under 30 hours and 6-12 hours for programs of 30 hours or more.

In general, no graduate courses will be taken during the freshman, sophomore, or junior years. Students in Bachelors/Masters programs of 30 hours or more with a required master's thesis can count research credits in the spring of their junior year as part of the 12 counted towards both degrees. Provided that a student is not admitted to a Bachelors/Masters program before his/her senior year, and provided that the master's degree is not awarded until after all bachelor's degree requirements have been completed, and provided that the allowable maximum number of double-counted courses is not exceeded, then a student may be allowed to count a 400 or 500-level course taken in the junior year toward his/her master's degree requirements.

Each program must decide how many, if any, credits will count toward both the undergraduate major and the graduate degree. The double-counted courses will not be marked on the undergraduate record as having a special status in the undergraduate program. They will be included in the student's undergraduate earned hours and GPA. Each program will develop a curriculum worksheet that clearly sets forth the plan for its particular program.

Typically, only 400-500 level courses will count toward the graduate program. However, given the existence of departmental honors seminars and tutorials, should the program wish, it can count up to two of these 300-level courses as part of the hours for the graduate degree so that the departmental honors courses continue to attract the best undergraduates.

#### Tuition and Financial Aid

The student will be charged undergraduate tuition until the semester the student exceeds 120 hours at which point the student will be charged at the graduate level per university regulations. The student is eligible for undergraduate financial aid until the award of the bachelor's degree. Once the student is in his or her graduate career, he/she is charged tuition at the graduate level and is eligible for graduate financial aid as well as merit award consideration if the program has such aid available.

#### Market

Transfer students and current undergraduate students represent the primary market for these degrees. The bachelors/masters program will interest well-prepared high school seniors as well as transfer students interested in the discipline to attend Loyola. Additionally, the program will attract talented undergraduate students to pursue their master's education at Loyola.

#### Program Approval

Bachelors/Masters programs must be fully vetted and agreed to by both the undergraduate college and the Graduate School. Once established by appropriate mechanisms within the two schools, both websites should contain descriptions of the programs, articulating the admission requirements, application cycles, and curricular structure.

Existing programs that are not structured along the lines set forth in this document will work with the Graduate School to develop the appropriate structure.

The Bachelors/Masters structure may not work for all programs. Some programs, depending on the discipline, may find that they will need to significantly alter their current masters program to support a Bachelors/Masters program.

## Graduation

Degrees are awarded sequentially. All details of undergraduate commencement are handled in the ordinary way as for all College of Arts and Sciences students. Once in the graduate career, students abide by the graduation deadlines set forth by the Graduate School. Students in these programs must complete their requirements for the two degrees in no more than five years (less if they enter Loyola as a transfer student).

Programs with more 30 hours or more credit hours will most likely utilize the summer between the senior and graduate year and graduate in August of the graduate year to better accommodate program requirements.

## Benchmarks

Finding information on bachelors/masters programs represents a challenge. Often the information is imbedded within departmental websites and what is there rarely presents in such a way as to suggest policy. Two sessions at the recent Council of Graduate Schools Summer Institute that focused on dual degrees and accelerated programs underscored this point. Virtually every school in attendance was grappling with structure and how best to monitor such programs. The guidelines laid out here place Loyola University Chicago's programs in line with those at other American Jesuit Colleges and Universities and within the typical programmatic structure across programs here at Loyola University Chicago. Additionally, it situates them among the more rigorous of the non-AJCU institutions surveyed. The GPA minimums set forth for the Loyola programs reflects Fr. Garanzini's mandate they these programs attract the most talented undergraduates.

- All the AJCU schools surveyed see bachelors/masters as five year programs as do seventy-six percent of the other institutions examined.
- Cumulative GPA: Seventy-six percent of the AJCU school mandate a 3.2 – 3.5. Sixty-five percent of the non-AJCU schools require a cumulative GPA within this range.
- Major GPA: Information on major GPAs proved to be more difficult to find, as fifty-seven percent of the AJCU and eighty-one percent of the non AJCU programs surveyed did not publicly specify a required major GPA. Of the AJCU programs who did specify GPAs, thirty-three percent required a 3.25 or higher, while twelve percent of the non-AJCU schools indicated a minimum 3.25 or higher in the major for applicants.
- Double-counted courses: Of the AJCU programs, seventy-one percent double-counted 2-3 courses, five percent double-counted 4 and five percent counted none. Of the non-AJCU schools thirty-eight percent double-counted 2-3 courses, thirty-six double-counted 4 courses, and three percent counted none.

## Universities Surveyed

### AJCU Institutions

Boston College  
Fordham University  
Georgetown University  
John Carroll University  
Marquette University  
University of Scranton

### Other Institutions

DePaul University  
Emory University  
Northeastern University  
Rutgers University  
Seton Hall University  
University of Albany  
University of Cincinnati  
University of Washington  
Washington University

Within these institutions, 90 bachelors/masters programs were reviewed.