

Combined Bachelor's/Master's Degree Program

Sponsored by the Graduate School and the Honors Program

The Honors Program provides students with the opportunity to plan a curriculum leading to both the Bachelor's and Master's degrees in four years. The degrees are subject to the regulations of both the department and the college or school granting the baccalaureate, as well as the Graduate School. It is the student's responsibility to know and fulfill all of the requirements for the combined degrees.

Any department within the University may avail itself of the opportunity to award the combined degrees when an undergraduate student demonstrates Master's-level proficiency. Each department adheres to the standards of excellence established by its faculty and approved by its college or school. The role of the Honors Program is to advise potential candidates, direct students to their departmental undergraduate and graduate advisors, coordinate the students' applications to the Graduate School, and provide documentation of their planned programs of study.

FIRST YEAR

Students interested in the combined degree program should begin researching the opportunity during their first year at UGA in order to plan their academic schedule. Normally, prospective candidates should have earned 15 or more credits through Advanced Placement and/or joint enrollment. They should be Honors students in good standing, have a clear focus regarding their prospective major, and be motivated to undertake significant accelerated academic studies. Students may want to accelerate their course work through course challenges, independent study, or summer term classes. Students may, however, wish to reserve one undergraduate requirement until their last semester in order to retain eligibility for certain undergraduate scholarships.

The combined Bachelor's/Master's degree program involves skillfully organizing a four-year plan of study and requires coordination among several academic advisors. A general plan of study for the first two years is developed in consultation with an academic advisor in the Honors Program and an undergraduate advisor in the student's major. The major courses for the Bachelor's and Master's degrees should be planned with advice from both the undergraduate advisor and graduate coordinator for the department(s) in which the student is working.

SECOND YEAR

Students should continue to complete core and major requirements under the guidance of their Honors advisor and major advisor. Students should complete the Application as well as the Proposed Plan of Study in consultation with their graduate coordinator. **Students must obtain the required signatures and submit this form to the Graduate School prior to enrolling in their first graduate-level course. A limit of twelve hours required for the student's undergraduate major may be taken at the graduate level (6000 or higher) and may be counted toward both the Bachelor's and Master's degrees.**

THIRD YEAR

At the beginning of the student's third year at UGA, or after 60 hours of resident credit are completed, the student should complete an application for admission to the Graduate School, take the appropriate admissions entrance tests, and have official scores sent directly to the Graduate School from the appropriate testing agency. The Graduate School recommends a minimum of a 3.5 cumulative undergraduate grade point average for acceptance; for programs that require the GRE as the entrance examination, a score of at least 1200 is recommended by the Graduate School for admission. The student must submit the following to Graduate Admissions: online application, application processing fee, and official transcripts from all institutions attended,

excluding UGA transcripts. Letters of reference are included as part of the online application and will be sent by the recommender to the academic department through a secure online system. At the time of application to the Graduate School, the student should request that the Honors office submit a letter of recommendation to the Graduate School. Students must be formally admitted to the Graduate School and registered for graduate study prior to enrolling in their 13th hour of graduate credit. **After admission to the Graduate School, students must register using their graduate eligibility rather than their undergraduate eligibility and pay graduate tuition.**

FOURTH YEAR

During the Fall semester of the fourth year students should initiate a graduation check with their undergraduate department and school or college. They should be completing the course and thesis (or comprehensive exam) requirements for their department and college or school. Students should check the Graduate School Web site (www.grad.uga.edu) for deadlines pertaining to application for graduation, program of study form submission, and thesis format check for the Master's degree. Students who cannot meet all requirements for the Master's degree within the four-year period or who are enrolled in a designated five-year program will under normal circumstances complete their undergraduate curriculum and finish the Master's degree the following year. When all degree requirements of the department and school or college are fulfilled in the senior year concurrently with those of the Graduate School, the candidate shall earn both the Bachelor's and Master's degrees on the same graduation date.

The Application Process

Students should first consult an Honors advisor about the program and application forms; this should happen in the first year of study. Once a student has identified a realistic course of study, and a sponsoring major professor, then the application must be routed through not only the department in question but also the Honors Program and the Graduate School (see the attached application). The application process works like this:

1. It is the student's responsibility to obtain the approval and signatures of the major professor, graduate Coordinator, Department Head, Honors Program lead advisor. The Honors Program will then send the completed forms to the graduate school for approval of the Dean.
2. The Graduate School will temporarily house the application forms, and will send a copy of the completed form (with the Dean's signature) and a letter to the Honors program and participating department acknowledging completion of the Bachelor's/ Master's application.
3. The student will then complete the necessary requirements to apply to the Graduate school; this will require the student to request a letter of recommendation from the Honors Program to the Graduate School.
4. Once the student has been accepted to the Graduate School and begins registering as a graduate student, the Honors Program will maintain a copy of the application forms until the student graduates. Graduate coordinators are urged to maintain files on their Bachelor's/ Master's students and keep copies of these forms (your department can request a copy of the forms from the Honors Program if necessary).

The University of Georgia Honors Program
Telephone: (706) 542-3240; Facsimile: (706) 542-6993
www.uga.edu/honors
honors@uga.edu

**APPLICATION
COMBINED BACHELOR'S/MASTER'S DEGREE PROGRAM**

Date _____ Intended Graduation Date: Bachelor's Degree _____ Master's Degree _____

NAME _____ S.S.# _____

LOCAL ADDRESS _____

E-MAIL _____ PHONE _____

Please fill in the term in which you have completed or will complete the following:

- _____ Finish the undergraduate core curriculum
- _____ Meet with the departmental Undergraduate Advisor to discuss your proposed plan of study
- _____ Begin undergraduate major course work
- _____ Meet with the departmental Graduate Coordinator to discuss Master's requirements and program of study
- _____ Submit this Application and Proposed Plan of Study to the Honors Program (must be prior to enrolling in your first graduate course)
- _____ Take the GRE
- _____ Apply to the Graduate School (submit application, application fee, transcripts, and references) and request a recommendation letter from the Honors Program.
- _____ Begin registering as a graduate student (must be prior to enrolling in your 13th hour of graduate coursework)
- _____ Complete your undergraduate course work
- _____ Submit a thesis proposal or take comprehensive exams (as required by department)
- _____ Complete your Master's degree requirements

I recommend this student for participation in the Honors Program combined Bachelor's/Master's Program and agree to serve as the major professor for the student's graduate work.

PROFESSOR'S NAME (Please print) _____ Title _____

Signature _____ Date _____ Department _____

GRADUATE COORDINATOR APPROVAL _____ Date _____

DEPARTMENT HEAD APPROVAL _____ Date _____

HONORS PROGRAM APPROVAL _____ Date _____

DEAN OF GRADUATE SCHOOL APPROVAL _____ Date _____

**PROPOSED PLAN OF STUDY
COMBINED BACHELOR'S/MASTER'S DEGREE PROGRAM**

Date _____

Student's Name _____ S.S.# _____

Undergraduate Department _____

Courses for Bachelor's degree:

Course Name	# of hours	Course Name	# of hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Courses for Dual Credit (to count toward both Bachelor's and Master's degrees):

_____	_____	_____	_____
_____	_____	_____	_____

Graduate Major _____ Graduate Degree _____

Courses for Master's degree:

Course Name	# of hours	Course Name	# of hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSOR'S NAME (Please print) _____ Title _____

Signature _____ Date _____ Department _____

GRADUATE COORDINATOR'S NAME (Please Print) _____

Signature _____ Date _____ Department _____

DEPARTMENT HEAD APPROVAL _____ Date _____

HONORS PROGRAM APPROVAL _____ Date _____

DEAN OF GRADUATE SCHOOL APPROVAL _____ Date _____

**REVISED PLAN OF STUDY
BACHELOR'S/MASTER'S PROGRAM**

Date _____

Student's Name _____ S.S.# _____

Undergraduate Department _____

Courses for Bachelor's degree:

Course Name	# of hours	Course Name	# of hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Courses for Dual Credit (to count toward both Bachelor's and Master's degrees):

_____	_____
_____	_____

Graduate Major _____ Graduate Degree _____

Courses for Master's degree:

Course Name	# of hours	Course Name	# of hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSOR'S NAME (Please print) _____ Title _____

Signature _____ Date _____ Department _____

GRADUATE COORDINATOR'S NAME (Please Print) _____

Signature _____ Date _____ Department _____

DEPARTMENT HEAD APPROVAL _____ Date _____

HONORS PROGRAM APPROVAL _____ Date _____

DEAN OF GRADUATE SCHOOL APPROVAL _____ Date _____

Combined Bachelor's/Master's Degree Program FAQs

I am a first-year interested in participating in the Combined Bachelor's/Master's Degree Program. Can we meet to discuss this program?

Students interested in this opportunity are best served to meet with me in the Fall of their second year. Before meeting, you should read through the application materials. In the meantime, I suggest you aggressively pursue meeting the requirements for your undergraduate degree, including College and USG requirements.

Can I complete it in four years?

The current average time to completion is **4.3** years, meaning that a four-year timeline is common. This number would include potential summer coursework. Your time-to-completion decreases according to how many AP courses you have, whether or not you complete summer courses, how many credit hours you complete per semester, and other factors. As with all things, better planning leads to a completion time that is in the 4 year range.

How many AP credits are necessary?

One need not have any AP credits if it is possible to complete all of the required courses within a 4-5 year window, but students who have more AP generally complete the program faster and have greater flexibility in their schedule. **The average number of AP credits for students who have completed the program is currently 33.5 hours.**

Can I still complete study abroad experiences if I intend to complete the Combined Degree?

Yes. Many, many of our students have accomplished this. As with all things, better planning leads to a completion time that is in the 4 year range. Students are also better served to participate in travel study experiences which offer courses that satisfy requirements for one or both degrees.

Can I also do an additional major, an Honors Interdisciplinary Studies major, and a minor?

Yes, but most students serious about a Master's degree will pair these goals down as they approach their third & fourth year. The Combined Degree Program is best suited to students who have focused, specific goals that require a graduate degree.

Can I complete this program with a Bachelor's degree in X and a Master's degree in Y?

First, confirm that the master's you want to complete is offered at UGA. As for whether or not the department will let you complete the degree, or whether or not you require certain undergraduate coursework or degrees to be eligible, you can check with the graduate coordinator of the Master's program or consult the department's website.

Which Master's degree should I take?

If you are asking that question, **this program may not be for you.** The Combined Degree Program is really best suited to students who have focused, specific goals that require a graduate degree.

How many graduate credits can I count toward the Bachelor's and the Master's degrees?

12 credit hours can be used to satisfy requirements for both the Bachelor's and the Master's.

What if the grad credits do not count toward my major requirements?

If any graduate course credits you have taken satisfy any of the requirements for your Bachelor's degree – even elective credits – they will also be counted against the Master's. 12 is the limit.

Is there any way to count more than 12?

No.

When can I start taking Graduate-level courses?

Honors students who have completed **60 credit hours** can register for graduate courses while they are undergraduates (i.e. before they apply to the grad school). Many students begin in the first semester of their third year. Remember that regardless of when you start taking grad courses, you may only use 12 hours of graduate level work to count toward both degrees, and you may not complete more than 12 before you enroll as a graduate student.

The forms say I cannot register for an 8000-level course until I have completed a 6000- or 7000-level course. Is there any way around this?

Only if your department does not offer 6000- or 7000-level courses. Otherwise, the rule is firm. Honors cannot make exceptions to this rule, as it is under the jurisdiction of the Graduate School.

Will it help my (insert post-graduate institution) application?

That question is best answered by someone in the field in which you are pursuing a degree or career. **Certainly it is an impressive accomplishment** on its own, and the coursework will likely help you generate **better, more specific letters of recommendation from faculty**, but knowledge of discipline-specific standards and credentials are generally outside of the scope of this office.

Will it affect my tuition cost?

It will. When you are accepted to the graduate school and your status changes to “graduate,” you will pay graduate tuition for your Master's coursework, and that tuition is calculated differently than undergraduate tuition. The difference in these pay schedules can be found on the website of the Office of the Bursar.

Will Financial Aid (HOPE/Zell Miller) apply to my graduate work?

Students who maintain their FA eligibility can apply their FA to their Combined Degree tuition.

When do I need to submit the proposed plan of study and application to the Honors Program?

The Honors Combined Degree application should be completed & submitted **before** you submit your grad school application. Otherwise, I suggest the forms be completed sometime in the 2nd or 3rd year.

When should I apply to the Graduate School?

Apply to the graduate school after you have completed the Combined Degree application. Make sure you use the application deadlines of the graduate school and of your department to plan your application deadline. Ask the Graduate coordinator of your department or check their website.

I am a fourth year who just learned of this opportunity. Am I too late?

If the program will take you longer than ~5 years to complete, then you may be too late.

Is it okay that my Bachelor's degree would be an entirely different field than my Master's degree?

Your Bachelor's degree need only meet the minimum qualifications required for your particular Master's degree.

What if I don't know which graduate courses I will take to complete the program of study portion of the application?

Complete the forms with course that would satisfy the degree program. If you deviate from that plan, you can submit the "Revised Program of Study" form that comes with the application.