

## **Draft Proposal for the Creation of a Framework for the Establishment of Concurrent (Combined or Accelerated) Bachelor's – Masters Degrees at SFU**

Concurrent Bachelor's – Master's Programs may be developed in response to a number of needs among which are:

1. recognition of outstanding students and provision of academic enrichment for them;
2. provision of an introduction to the postgraduate milieu for good undergraduate students who might otherwise overlook the opportunity of graduate studies;
3. the provision of a reasonably firm time horizon for the completion of the Master's program.
4. the opportunity to recruit outstanding high school students to UG programs with concurrent bachelor's- master's programs.

These types of programs exist at many institutions including the University of Waterloo, University of California – Berkeley, New York University, Johns Hopkins University, MIT, Brown University, Yale College, Temple University, and many others. All the programs share some common elements – higher admission standards than regular admission to the masters program; restrictions on the number of units transferred at the UG level to the institution offering the concurrent bachelor's-master's program; completion of no more than 6-12 units of graduate work as part of the UG credential; limits on when student's can apply to the program relative to their UG degree completion progress; and time-limits on degree completion at the master's level which are quite short.

This program provides a mechanism for the institution of a quicker route to the Master's degree, for outstanding students. *The framework below is a minimum requirement and departments may add to, but not delete from the requirements of the program.*

### **GENERAL PRINCIPLES OF CONCURRENT BACHELOR'S - MASTER'S PROGRAMS AT SFU**

A concurrent Bachelor's - Master's program is one in which it is deemed academically advantageous to treat the educational process leading through the Bachelor's to the Master's degree as a single continuous integrated whole, while at the same time satisfying the requirements for both degrees. This stands in contradistinction to treatment of the Bachelor's and Master's degree programs each as terminal activities. Such structured programs, starting at the undergraduate level and terminating with a Master's degree provide an alternative means, complementary to the existing undergraduate and graduate programs, for the attainment of the Master's degree.

**The following are some general conditions that all such concurrent Bachelor's - Master's degree programs must contain:**

1. Concurrent Bachelor's - Master's programs will require that:

- Student's fulfill the degree requirements of both the Bachelor's program and the Master's program. This implies that:
  - students complete at least two terms of full-time registration (or equivalent) at the graduate level (mandatory);
  - the graduate program must adhere to the residence requirements for a Master's degree at SFU (GGR 1.7.2)
  - the Co-operative work term requirements of the Bachelor's or Master's programs or any internship requirements of the master's programs must be met (if applicable).
  - the maximum number of graduate course units that can be counted towards the bachelor's degree is ten units.
  - each individual in any concurrent bachelor's-master's program must complete an individual or small group project as part of the program via at least 2 units of masters-level independent study units or master's level project-based course to gain experience in applying research methodology to real-world problems
2. There must be complete freedom of transferability from the concurrent programs to the regular programs.
  3. The culmination of the concurrent program is the Master's degree.
  4. Students admitted to the concurrent program will pay the UG per credit rate for all UG courses (or premium if applicable) and the graduate per credit rate (or premium if applicable) for all graduate courses while they are registered in their bachelors program (conditional graduate status). Once the condition is removed, students will pay the appropriate graduate tuition fees for that program.
  5. Students admitted to the concurrent programs are ineligible for graduate scholarships or awards administered from SFU sources until they complete their bachelor degrees.
  6. Students are expected to complete the master's degree within 12 months of completion of the bachelor's degree for a non-thesis master's degree and within 18 months for a master's program requiring a thesis.
  7. Recruitment into a concurrent Bachelor's - Master's degree program must have the flexibility to satisfy the requirements of individual students; at the same time it must have coherence – each student's program must be addressed toward a well-defined area of specialization.
  8. A supervisor and supervisory committee (where appropriate) must be

**The following general criteria will apply for admissions to concurrent bachelor's-master's programs:**

1. Admission to the concurrent program is restricted to students with a consistently good academic record following the completion of 75 UG units and no more than 96 UG units with a minimum CGPA of 3.5/4.33 or an UD of 3.67/4.33 or better.
2. Admission would be granted as "conditional" and the condition to be fulfilled is satisfactory completion of the requirements of the bachelor's degree with at least a B+ average.

**The following general criteria will apply for participation and graduation in concurrent bachelor's-master's programs:**

1. Students who fail to maintain sufficiently high standing (achieve a minimum of a B+ overall in all graduate courses taken as part of the concurrent program) during their conditional admission, will be required to revert to the regular UG program, or if circumstances so warrant, to withdraw from the University.
2. Student's registering for "piggybacked" undergraduate-graduate courses as part of their concurrent program must register in the graduate course, complete the graduate course requirements and be graded accordingly.
3. The culmination of the concurrent program is the Master's degree.
4. Students are expected to complete the master's degree within 12 months of completion of the bachelor's degree for a non-thesis master's degree and within 18 months for a master's program requiring a thesis. If the master's program is not completed within these time limits, none of the courses may be double counted.
5. A student who is ineligible to continue to participate in (or withdraws from) the concurrent program cannot double-count any courses for the Bachelor's and Master's degrees.
6. If a student becomes ineligible to continue to participate in the concurrent program, the Chair of the Graduate Program committee must inform the student in writing of his/her ineligibility and a copy of this letter must be sent to the Dean of Graduate Studies.

**Fees:** Students admitted "conditionally" to the concurrent program will pay the UG per credit rate for all UG courses (or premium if applicable) and the graduate per credit rate (or premium if applicable) for all graduate courses taken while admitted conditionally to the concurrent program. Once the condition is removed, students will pay the appropriate graduate tuition fees for that program.

#### **Withdrawal from the Concurrent Bachelor's-Master's Program**

A student may withdraw at any time from an approved concurrent bachelor's-master's program by informing the Chairs of the undergraduate and graduate programs and the Dean of Graduate Studies in writing.

### **PROCESS FOR ESTABLISHING CONCURRENT BACHELOR'S-MASTER'S PROGRAMS**

These procedures describe the steps required to establish concurrent bachelor's-master's programs.

#### **Authority and Coordination**

Upon approval of the initiating department/school or Faculty, the concurrent bachelor's-master's degree program will be forwarded to the Senate Committee for Undergraduate Studies (SCUS) and to the Senate Graduate Studies Committees (SGSC). SCUS shall be asked to approve the substitution of graduate courses for UD electives or specific UD courses as appropriate. The SCUS recommendation in regards to the substitution of graduate courses for UD requirements will be forwarded to SGSC.

SGSC will act as the coordinating senate committee for review purposes of the concurrent bachelor's-master's degree. SGSC will review the proposed program and SCUS's recommendations in accordance with SGSC's practices for program review. Should the program be recommended for approval by SGSC, the proposal and its recommendation will be forwarded to SCUP and copied to the Chair of SCUS and on to Senate via SCUP.

## **Procedures for Establishment of a Five-Year Concurrent Bachelor's-Master's Degree Program**

**A. Early Planning Stage** - Before preparing a detailed proposal for the establishment of a concurrent bachelor's-master's program, consultation with the faculty, Chair of the Faculty Graduate Studies Committee and Dean of Graduate Studies is recommended.

**B. Proposal Development** - The initiators submit a draft to the DGS for review at least two months prior to expected evaluation by Graduate Council. Comments from the Dean and Graduate Studies staff are intended to assist the initiators in the inclusion of administrative and programmatic elements critical to the evaluation of the proposal by the FGSC, SCUS, SGSC, SCUP and Senate.

**C. Campus Review of Proposal** - The initiators submit the proposal simultaneously to the relevant FGSC and FUCC Chairs. The FUCC sends its recommendations on to SCUS and copies its recommendations to the FGSC. The FGSC Chair sends his/her comments to the SGSC and SCUS. SCUS shall be asked to approve the substitution of graduate courses for UD electives or specific UD courses as appropriate. The SCUS recommendation in regards to the substitution of graduate courses for UD requirements will be forwarded to SGSC. SGSC will review the proposed program and SCUS's recommendations in accordance with SGSC's practices for program review. Should the program be recommended for approval by SGSC, the proposal and its recommendation will be forwarded to SCUP and copied to the Chair of SCUS and on to Senate via SCUP.

## **Format for the Concurrent Bachelor's-Master's Degree Program Proposal**

Proposal for a concurrent (degree designations) in (discipline name), proposed by the Department/Faculty Committee of (department/program name).

Please include the following topics:

### **Section 1. Introduction**

1. Rationale for the proposal.
2. Aims and objective of the proposed program, and any distinctive features.
3. Relationship to the department's regularly offered bachelor's and master's programs.
4. Proposed date of implementation.

## **Section 2. Program**

1. A description of the proposed program of study for both degrees.
2. Specific emphases/specializations toward either degree in the Concurrent Program (if appropriate).
3. Description of any proposed changes to existing programs that are required to offer the concurrent bachelor's-master's program.
4. Specific time-lines (when undergraduates may apply for this program; when each of the milestones needs to be accomplished).
5. Minimum requirements to be admitted to the program which may be more than the University minimum but not less..
6. Sample programs (for each emphasis/specialization offered).
7. Provisions in case a student is not able to complete the program.
8. Projected enrollment.

## **Section 3. Projected Need**

1. Student demand for the program.
2. Opportunities for placement of graduates/eligibility for admission to Ph.D. programs upon completion.
3. Ways in which the program will meet the needs of society and the discipline.

## **Section 4. Resource Requirements**

1. The extent of the additional workload for faculty in the department/program
2. The advising structure of students in this program
3. If additional courses or sections are required, what they are and who the instructors-in-charge are
4. The estimated resource requirements, if any, and include a budget for the first five years of the program's operation. Include all that apply from the following:
  - Faculty FTE
  - Library acquisitions
  - Computing costs
  - Equipment
  - Space and other capital facilities
  - Other operating costs
  - Graduate student support
  - Staffing requirements and costs
5. Indicate the intended method of funding these additional costs, if any.

### Summary of Program Requirements of Some Concurrent Bachelor's-Master's Programs

	Minimum Admission CGPA	Admission entry	Continuing eligibility	Max grad credits taken while UG	Maximum degree time	Double Counting
Waterloo	Not specified	75-90U	B	6 U	Not specified	No
Calgary	3.6/4.0	90U	Not specified	6U	12 mo	Yes
Dalhousie	3.3/4.3	90U	3.3	6 U	12 mo	Unknown
NCSU	3.5/4.0	75-96U	3.5/4.0	12 U	12-18 mo	Yes
Temple	3.25	75U	B	9 U	12 mo	Yes
NYU	3.5/4.0	48-96U	3.0/4.0	8-12 U	12 mo	No
Yale	Not specified	75U	3.0/4.0	6U	12 mo	Yes
John Hopkins U	Not specified	75-105U	3.0/4.0	9U	12 mo	No
Brown	Not specified	90U	3.0/4.0	6U	12 mo	Unknown
Berkeley	3.5/4.0 UD	Not specified	3.0/4.0	9U	8 mo	Yes
UColorado	3.3/4.0 CGPA	Not specified	3.5 prog 3.3 CGPA	6U	12 mo	Yes
MIT	4.25/5.0	Third year	4.0/5.0 B		12 mo	NO
UCSanDiego	3.0/4.0	75U	3.0/4.0	0 U	12 mo	No

Across these institutions, concurrent programs exist in the following disciplines: computer science, engineering, history, mathematics, philosophy, statistics, marketing, communication, criminology, nursing, recreation, public health, public administration, forestry and environmental studies, music, biology, chemistry, classics, comparative literature, economics, English, French, journalism, politics, psychology, sociology, kinesiology, physics, bioengineering earth sciences, and others.

#### SFU GGR's

Within the GGR at SFU, I would recommend that we address GGR 1.7.6 to specifically address concurrent bachelor's-master's programs graduate courses completed as part of the UG credential.

I would suggest adding:

“A graduate student registered in a concurrent bachelor’s-master’s program may have up to 10 U of graduate course credit completed as part of their UG degree at SFU applied to their master’s degree requirements.”

The rationale for 10 U is that some programs offer 5 U graduate courses and would result in all students having to take at least some graduate credits as part of a course after completion of their UG degree.

**According to Dr. Christine Ortiz (Dean of GS at MIT) the Combined B/M Program Challenges include:**

- Psychological transition from undergraduate to graduate blurred; self-discipline and time management for thesis work
- Intellectual integration of B/M with non-B/M students; B/M students frequently take Doctoral classes to fulfill their requirements
- Short thesis timelines; faculty and doctoral students are used to longer timelines
- “Buckets” –The process of allocating subjects to either the undergraduate or graduate program. The reason this needs to be done is that most students start taking graduate classes before they are graduate students, and have excess undergraduate units they can move up into their graduate program to satisfy their graduate unit requirements. The graduate GPA and, to a lesser extent, the undergraduate GPA, can be affected by which subjects are placed in the graduate program. (At some institutions 4<sup>th</sup> year courses can be used to meet graduate requirements as is the case for Math at SFU)