



---

## Policy AC005: Accelerated Bachelor to Master's Degree Programs

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Daniel Engstrom".

---

Daniel Engstrom, Ed.D.  
Interim Provost and Vice President of Academic Affairs,  
Pennsylvania Western University

Approved by:

A handwritten signature in black ink, appearing to read "R. Lorraine Bernotsky".

---

R. Lorraine Bernotsky, D.Phil., Interim President,  
Pennsylvania Western University

Effective Date: 08/07/2023

---

### A. Intent

To facilitate undergraduate students obtaining early admission to a master's degree program offered at Pennsylvania Western University.

### B. Definition(s)

Accelerated Program: A program that permits qualified undergraduate students with at least junior standing to take graduate coursework that will apply to both degrees.

### C. Policy

Students must have at least junior standing and must apply and be accepted into the accelerated program prior to enrollment in any graduate course(s). Transfer students must have at least 12 hours of PennWest credit prior to making an application to an accelerated program.

Students may take up to 40% of the credits required in the Master's program (6000 and 7000-level courses) and count these credits toward both their undergraduate and graduate degrees; for example, if the graduate program requires 30 credits, a maximum of 12 credits (40% of 30 credits) may be used to fulfill degree requirements in both programs simultaneously. Any graduate coursework taken beyond the 40%, while still an undergraduate student, must be identified by the student as being applied toward their undergraduate or graduate program, and may not be used to simultaneously complete the requirements of both degrees. In no case, can undergraduate credits be applied to satisfy the requirements for the graduate degree.

The department chair of each graduate program will determine which courses are eligible for enrollment by undergraduate students, and all prerequisites for the intended graduate courses must be satisfied prior to taking those courses.

Students must have a minimum cumulative grade point average (GPA) of 3.00 before taking graduate courses in the intended graduate program. If the intended graduate program requires a higher GPA, the student must meet the higher GPA before taking graduate courses. Students must also maintain a minimum cumulative GPA of 3.00 to remain in the accelerated program. Failure to demonstrate adequate progress in graduate courses, as defined by the department, or failure to maintain a minimum cumulative GPA of 3.00, will result in the student being ineligible to continue in the accelerated program.

Students must satisfy the degree program's requirements and expectations (student learning outcomes) prior to being awarded that degree.

Students may take a maximum of six (6) graduate credits in a given semester while an undergraduate student in an accelerated program, unless special permission is obtained from the academic dean over the program.

#### **D. Procedure(s)**

1. The student should meet with the department chair over the Master's program, or their designee, regarding their interest in the program and to learn of program requirements.
2. The student completes the Accelerated Program Application form and acquires appropriate approvals. This form will include a plan of study showing in which graduate courses the student is to enroll each semester while still an undergraduate student. Approvals will be required from the student's academic advisor, the department chair over the graduate program, and academic dean over the program. The completed form is submitted to the Office of the Registrar.
3. The student will be automatically enrolled in the courses listed in their plan of study on the Accelerated Program Application form each semester; the student will self-register for their undergraduate courses. Any changes to the plan must be submitted to the Office of the Registrar with the same approvals as above.
4. During the student's final semester/term in their undergraduate program, the student will process a "quick admit" through the Office of Graduate Admissions to fully transition to the graduate program following completion of their undergraduate program.

#### **E. Related policies**

Class Standing Policy (AC052)

Guidelines for Accelerated Bachelor to Master's Degree Programs and Early/Dual Admission to First Professional Master's Degree Programs, PASSHE Procedure/Standard 2016-25-A

Graduation Requirements Policy (AC028)

Time Limitations for Completion of Graduate Degrees (AC040)

Undergraduate Enrollment in Graduate Courses Policy (AC023)

#### **F. Contact Information**

For additional information, please contact the Office of the Provost.

#### **G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.