

Department of STS/Public Policy
Public Policy Program

Proposal for Handling BS/MS Students

APPROVED 08-03-2005

REVISED 08-27-2007

Purpose

This policy clarifies the process for students who are transitioning from undergraduate to graduate student status in the Public Policy Program.

Policy

Beginning in AY05-06, the following process will be used to transition BS/MS students from the BS to the MS program.

- 1) Beginning Year 4 (once a student has achieved 144 credits) the GPPE student is allowed to enroll in up to three (3) graduate level courses that would be counted towards their graduate degree, assuming they pursue the MS. If the student chooses not to pursue the MS, he/she may use the three graduate level courses as undergraduate credit in order to complete the BS degree. The student would then submit a Change of Program to GPPD in order to receive the BS degree.
- 2) At least 4 quarters but no less than 1 quarter prior to completion of the BS degree, a student should submit an Application for Graduation indicating when they anticipate completing the MS degree requirements. This will begin the process for a BS degree audit. The student can walk in commencement if he/she chooses as a BS student by making a written request to the chair indicating when all BS requirements will be completed. The student will receive a diploma for the BS degree upon completion of the MS requirements.
- 3) During the first six days of the quarter when the student will start their MS degree, the GPPE student is converted to the MS year level 6 through a Change of Program Form that takes effect the same quarter. The student should work with the department staff assistant to pre-register for graduate level courses. Assuming the BS requirements indeed are completed at that time; the student then becomes a GPPE-Year 6 student.¹ If the student has not completed all the requirements of the BS degree as planned, a Change of Program will not be submitted and they will be dropped from all graduate level courses.
- 4) Within two quarters of when the student is expected to finish the requirements for the MS, the Department/College will do a MS audit to ensure that all the MS requirements have been met. The student can walk in commencement ceremonies if he/she chooses as a MS student. (Students who choose not to walk in the BS ceremony, can walk in

¹ Students who entered the program prior to 20051 will indicate which degree title they wish to have on their diploma (GPPD Public Policy) or (GPPS Science, Technology, and Public Policy).

commencement as a BS/MS student). When the BS and MS degrees have been certified by the College and Registrar's office, the student will receive both a BS and a MS diploma by mail.

- 5) At least two quarters before (and preferably earlier) the student anticipates being identified as a graduate student, the student should submit a simplified application form indicating his/her desire to roll into the MS program. (Note that if the student has a GPA lower than 3.0, the student should fill out an Institute graduate school application form and have it processed through Graduate Enrollment.) The simplified application form includes an area where the student can indicate whether financial assistance is desired. This form will also trigger the Department to conduct a GPA audit to determine whether the simplified form is appropriate for the student. The Department will inform the student if more application information is required. (Note: Because graduate tuition assistance is merit-based and competitive, students should be encouraged to fill out the simplified form during the normal time at which new graduate applications are considered—typically in the January/February timeframe.) The BS student with a GPA of 3.0 or higher will still be evaluated by the graduate committee and informed if they will be accepted into the MS program.

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