

USC Progressive Degree Program

Program Eligibility and Application Instructions for Spring & Summer 2020 Graduating Seniors



A Progressive Degree is a highly individualized program that allows a student to begin work on a master's degree while completing the requirements for the bachelor's degree. Applications for Progressive Degree require multiple approvals from both the undergraduate and graduate programs.

Program Eligibility

- Applicants to the progressive degree program will complete all bachelor's degree requirements by Spring or Summer 2020.
- Applicants are not required to submit GRE, GMAT or other graduate entrance exam scores but are expected to have at least a 3.0 cumulative USC GPA at the time of application. Please note that some academic programs have higher GPA requirements.
- Applications are due no later than **July 1, 2020**.

Application Requirements

- Students must complete all necessary sections on the *Application for Admission to a Progressive Master's Program* form. Admission must be approved by program/department chair and the dean of the student's undergraduate major, and by the program/department chair and the dean of the master's degree program at USC. All approved signatures must be present on the completed application form.
- Students must complete a *Progressive Degree Program Proposed Course Plan* form as part of the application process. This is necessary to determine how future terms of registration will apply to remaining undergraduate and graduate degree requirements. Course work taken to fulfill degree requirements will be listed here and will be indicated as satisfying undergraduate requirements or graduate requirements.
- Students with a cumulative USC GPA between a 3.0 and a 3.49 must submit one letter of recommendation. This letter should be written by a faculty member from the student's bachelor's degree major.

Instructions to Students and Departments:

1. Program Selection

Students identify a master's degree that is of interest and consult with the Graduate Advisor or Admissions Officer of the program to determine if the Progressive Degree option is available. Offering the Progressive Degree option is solely at the discretion of the department or school offering the master's program.

It is recommended that students pursue a progressive degree that builds upon their academic major or minor programs.

2. Proposed Course Plan

The Progressive Degree Program application requires a Proposed Course Plan that incorporates any undergraduate courses that can count as part of a progressive degree (a maximum 1/3 of the master's degree program requirements) and all required graduate level coursework (a minimum of 2/3 of the master's degree program requirements). All coursework for the undergraduate program(s) must be completed in full by Summer 2020, including incomplete coursework.

3. Letters of Recommendation

Students with a 3.5 and higher cumulative USC GPA: no letter of recommendation required

Students with 3.0 – 3.49 cumulative USC GPA: one letter of recommendation required from a faculty member in the student's academic major department

4. Undergraduate Approvals

The Application for Admission to Progressive Master's Program form and the Proposed Course Plan form each require signed approval from:

- a. The student's current undergraduate department chair
- b. The student's current undergraduate program dean

5. Graduate Approvals

The Application for Admission to Progressive Master's Program form and the Proposed Course Plan form each require signed approval from:

- a. The student's proposed master's program department chair
- b. The student's proposed master's program dean

6. Application Submission

Students should submit their complete application to the office of the master's program in which they hope to enroll. If final approval is granted by the master's program, the graduate program department will submit a copy of the approved Application for Admission and Proposed Course Plan to the Degree Progress department for final review, opening of the Program of Study on the student's record, and designation as a Progressive Master's student.

If the graduate program department determines not to admit the student to their program, the department will be responsible for communicating that decision to the student and retaining the application for their own records. Denied applications should not be forwarded to Degree Progress.

7. Recorded on USC Record (if admitted)

The Master's department should forward the approved Application for Admission and Proposed Course Plan to: degreeprogress@usc.edu

Degree Progress will retain a copy of the Proposed Course Plan and the Application for Admission through graduation, and the student's master's program should retain the original application in the student's file.

8. Course Plan Changes

If the student's course plan needs to be changed at any point during the Progressive Degree Program, an updated Proposed Course Plan must be submitted to Degree Progress with all appropriate signatures. Updates to the STARS report cannot be completed without an approved revised course plan.

Program Requirements

1. Progressive degree program students must fulfill all specified degree requirements for both the bachelor's degree and the master's degree. The total number of units for the master's degree, however, may be reduced by a maximum of 1/3. A minimum of 2/3 of the units required for the master's degree must be at or above the 500-level.
2. Progressive degree students who have completed a bachelor's degree are considered graduate level for financial aid and tuition purposes. While classified as graduate students, progressive degree students are assessed the graduate tuition rate, and their enrollment status and financial aid eligibility are determined by graduate standards. Graduate students are not eligible for federal, state, or university need-based grants. Graduate level progressive degree students should expect to be eligible for graduate level financial aid funding (primarily loans) only. Graduate students are eligible to borrow Direct Unsubsidized Loans, up to the maximum yearly amounts established for graduate students, and Direct Graduate PLUS Loans.

3. Progressive degree program students will be subject to undergraduate academic progress standards while in undergraduate status and master's academic progress standards while in graduate status.
4. The bachelor's degree must be awarded by August 2020. The master's degree will not be awarded before the undergraduate degree.
5. The time limit for completing both the undergraduate and graduate requirements in a progressive degree program is 12 semesters (6 years).
6. Students may complete only one master's degree as part of the progressive degree program.

USC Progressive Degree Program
Application for Admission to Progressive Master's Program
for Spring & Summer 2020 Graduating Seniors



Submit this application to the graduate department to which you are applying with the following: 1) Proposed Course Plan; 2) One letter of recommendation (if cumulative USC GPA is 3.0-3.49); and 3) a current USC STARS report. Check with the department for additional requirements. Failure to comply with these instructions will delay processing of your application.

To be completed by the Student

Printed name of student (Last)	(First)	(Middle)
USC ID Number	Email address	Phone Number
USC GPA	Units Completed	Current Major/Minor

Proposed Master's Program

Degree: M.A. M.S. Other _____ Proposed Admit Semester/Year: Fall 2020

Department/School: _____ Expected Graduate Semester/Year: _____

I hereby apply for admission to the Progressive Master's Degree. My Proposed Course Plan is attached and has been approved by the Chairs and Deans of the respective departments/schools.

Student Signature: _____ Date: _____

To be completed by the Undergraduate Program

Major Department/School	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Dean's Signature	Printed Name	Date
Second Major Department/School (if applicable)	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Second Major Dean's Signature	Printed Name	Date

To be completed by the Master's Program

Approved to Begin (Semester/Year) _____ Denied Date of Approval/Denial _____

Post code: _____ Master's Program Name: _____

The Proposed Course Plan has been approved and a copy is on file in the student's master's program department.

Master's Program Chair's Signature	Printed Name	Date
Master's Program Dean's Signature	Printed Name	Date

The department should forward the approved Application for Admission and Proposed Course Plan to:
degreeprogress@usc.edu



USC Progressive Degree Program

Proposed Course Plan for Spring & Summer 2020 Graduating Seniors

Enter all remaining requirements for the bachelor's degree and all master's degree requirements chosen in consultation with the graduate advisor. This information will be used to create your master's program STARS report if your application is accepted. In addition to the master's courses identified on the course plan, all other requirements for Master's degree completion must be satisfied/waived on the STARS report.

(Please type or print)

Printed name of student (Last) (First) (Middle)

USC ID Number Email address Phone Number

Bachelor's Program Master's Program

- This is the original course plan submitted with the program application This is a REVISED course plan for an existing approved program
- List courses and units to be taken to fulfill degree requirements. **Exact** courses must be listed for each master's program requirement.
 - For original and revised course plans, begin with the completed undergraduate coursework which will apply to the master's program requirements. No more than 1/3 of master's program requirements may be met with undergraduate coursework.
 - Check "UG" for courses to be taken to fulfill bachelor's requirements; check "GR" for courses to be taken for the master's degree.
- Only ONE box (UG or GR) should be checked for each course.**

Undergraduate Coursework	Semester Completed	Year Completed	Dept / Course #	Course Title	Units
Total Units					

Semester/Year	Dept / Course #	Course Title	Units
Total Units			

Semester/Year	Dept / Course #	Course Title	Units
Total Units			

Proposed Course Plan (continued)

Semester/Year	Dept / Course #	Course Title	Units
		Total Units	

Semester/Year	Dept / Course #	Course Title	Units
		Total Units	

Total units *required* for the master's program: _____ First term of undergraduate college enrollment: _____

Total units *to be completed* in the master's program: _____ Total semesters of registration after bachelor's completion: _____

**The Proposed Course Plan must be approved by the student, and by
the Chairs and Deans of *both* the Undergraduate and Master's Departments**

Course Plan Approval

Student's Signature

Date

To be completed by the Undergraduate Program

Undergraduate Department Chair's Signature

Printed Name

Date

Undergraduate Department Dean's Signature

Printed Name

Date

To be completed by the Master's Program

Master's Program Chair's Signature

Printed Name

Date

Master's Program Dean's Signature

Printed Name

Date

USC Progressive Degree Program
Recommendation Form for Spring & Summer 2020 Graduating Seniors



This form is only required for students with a cumulative USC GPA of 3.0 to 3.49.

Instructions for student: Fill in the top portion of this form and present it to your recommender.

Instructions for faculty: Return this form to the department coordinator listed below.

Name of Department coordinator for application

Coordinator's email address

(Please type or print)

Printed name of student (Last)

(First)

(Middle)

Department to which you are applying

Student's email address

I waive my right to inspect the contents of the following recommendation.

I do NOT waive my right to inspect the contents of the following recommendation.

Student Signature: _____

Date: _____

Recommender Section: Please write candidly about the student's qualifications and potential to pursue advanced study in the field specified.

Admission to Progressive Degree Program is:

Strongly recommended

Recommended

Recommended with reservations

Not recommended

Signature

Printed Name

Date