

University of Southern California, Undergraduate Programs
ugp@usc.edu; (213) 740-1741

Instructions for Progressive Master's Degree Programs

ADMISSION REQUIREMENTS

1. Applicants to the progressive degree program must have completed 64 units since high school graduation and must submit their completed application prior to the completion of 96 units of course work. (AP units, IB units and course work taken prior to high school graduation are excluded).
2. Applicants are not required to submit GRE scores but are expected to have at least a 3.0 GPA at the time of application.
3. Applicants must provide two letters of recommendation from USC faculty supporting their admission to a progressive master's degree; at least one from a tenured-track or tenured faculty member in the student's bachelor's degree major.

APPLICATION REQUIREMENTS

1. Students must complete a *Progressive Degrees Program – Proposed Course Plan* form as part of the application process. This is necessary to determine how future terms of registration will apply to progressive degree requirements. Course work taken to fulfill degree requirements will be listed here and will be indicated as satisfying undergraduate requirements, graduate requirements, or requirements for both programs of study.
2. Students must complete all necessary sections on the *Application for Admission to a Progressive Master's Program* form. Admission must be approved by the dean of the student's undergraduate major, and by the department chair and the dean of the master's degree program at USC and approved signatures must be present on the completed application form.

INSTRUCTIONS TO STUDENTS:

The following is an example of how a student would navigate through the application process:

- I. Identify a progressive master's degree that is of interest and see the Graduate Advisor for a draft of the Proposed Course Plan.
- II. Seek approval of the Proposed Course Plan from the student's current undergraduate department chair.
- III. Seek approval of the Proposed Course Plan *and* the Application for Admission to Progressive Master's Program (including an updated STARS report and two letters of recommendation) from the dean of the student's current undergraduate program.
- IV. Seek approval of the Proposed Course Plan *and* the Application for Admission to Progressive Master's Program (including an updated STARS report and two letters of recommendation) from the prospective master's department chair.
- V. Seek approval of the Proposed Course Plan *and* the Application for Admission to Progressive Master's Program (including an updated STARS report and two letters of recommendation) from the prospective master's program dean.
- VI. The graduate program department will be responsible for submitting the approved application and Proposed Course Plan to the Degree Progress department.

INSTRUCTIONS TO DEPARTMENTS:

The following is an example of how a department would navigate through the application process:

- I. Student's identify a progressive master's degree that is of interest and see the Graduate Advisor for a draft of the Proposed Course Plan. The department chair should have a clear plan of the coursework necessary for a Progressive Master's Degree. This may be less than the unit requirement for a stand alone master's.
- II. The student's current undergraduate department chair will need to approve the Proposed Course Plan.
- III. The student's current undergraduate program dean will need to approve the Proposed Course Plan *and* the Application for Admission to Progressive Master's Program (including an updated STARS report and two letters of recommendation).
- IV. The student's proposed master's department chair will need to approve the Proposed Course Plan *and* the Application for Admission to Progressive Master's Program (including an updated STARS report and two letters of recommendation).
- V. The student's proposed master's dean will need to approve the Proposed Course Plan *and* the Application for Admission to Progressive Master's Program (including an updated STARS report and two letters of recommendation).
- VI. When final approval is granted, the graduate program department will be responsible for submitting a copy of the approved Application for Admission and Proposed Course Plan to the Degree Progress department for opening of the POST and designation as a Progressive Master's student.
- VII. 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 will retain the original in the student's file.

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 program students will be subject to undergraduate academic progress standards while in undergraduate status and master's academic progress while in graduate status. In most cases, students will be classified as undergraduate students for the first eight semesters of college enrollment. In the ninth semester, students will be changed to graduate status.
3. While classified as graduate students, students will be assessed the graduate tuition rate appropriate for their master's degree, and the enrollment status will be determined by graduate standards.
4. Students who receive a research assistant or teaching assistant award prior to completion of eight semesters will be changed to graduate status.
5. The bachelor's degree may be awarded separately, but the master's degree will not be awarded before the undergraduate degree.
6. The time limit for completing a progressive degree program is 12 semesters.

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Progressive Degrees Program -- Proposed Course Plan

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(Please type or print)

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

USC ID Number Phone Number Email address

Bachelor's Program Master's Program

Future Semesters

List courses and units to be taken to fulfill degree requirements: check "UG" for courses to be taken to fulfill Bachelor's requirements; check "GR" for courses to be taken for the Master's degree.

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				Total Units	

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				Total Units	

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				Total Units	

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				Total Units	

Current or Past Semesters

List courses in progress or previously completed that will be used to fulfill requirements for the Master's degree.

Year/Semester	Subject / Course #	UG	GR	Course Title	Units
				Total Units	

Total Units to be completed: _____

Year/Semester in which 128 units will be completed: _____

Total semesters of registration following completion of 128 units: _____

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

Program Approval

Student's Signature

Date

To be completed by the Undergraduate Program

Undergraduate Department Chair's Signature

Date

Undergraduate Department Dean's Signature

Date

To be completed by the Master's Program

Master's Department Chair's Signature

Date

Master's Department Dean's Signature

Date

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Application for Admission to Progressive Master's Program

Submit this application to the graduate department to which you are applying with the following: 1) Preliminary Course Plan Proposal; 2) Two letters of recommendation; 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 _____	Phone Number _____	Email address _____
GPA _____	Units Completed _____	Current Major/Minor _____

Proposed Master's Program

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

Department/School: _____ Expected Graduation 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 of the respective departments.

Student Signature: _____ Date _____

To be completed by the Undergraduate Program Dean

Undergraduate Major Department/School: _____ Approve admission to Progressive Master's Degree Denied

Dean's Signature _____ Date _____

Second Undergraduate Major Department/School: _____ Approve admission to Progressive Master's Degree Denied

Dean's Signature _____ Date _____

To be completed by the Master's Program

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

Post code: _____ Major: _____

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:
Degree Progress, JHH 010, mc 0912**

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Progressive Master's Degree Recommendation Form

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 applicant in a sealed envelope with your signature across the seal, or to the graduate admissions administrator in the department to which the student is applying.

please type or print

Printed Name of Student (Last)

(First)

(Middle)

Department to which you are applying

Email Address

I do 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 _____

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(First)

(Middle)

Department to which you are applying

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Admission to progressive degree program is:

Strongly recommended

Recommended

Recommended with reservations

Not recommended

Signature _____

Printed Name _____

Date _____