

**PROGRESSIVE DEGREE PROGRAM APPLICATION**  
**Literary Editing and Publishing (M.A.)**



<b>Fall 2023</b>													
APPLICATION TERM										LAST NAME		FIRST NAME	
										<b>@usc.edu</b>			
USC ID					EMAIL					PHONE			

**Admission Requirements**

This is a PDP, or progressive degree program. This means you may start graduate classes in the fall semester of your senior (fourth) year. If you want to choose this option, you should apply for the program during the spring semester of your junior (third) year.

The all-student deadline to apply for Fall 2023 admission to the progressive degree program is **Friday, March 3, 2023, 5pm.**

Beginning this academic year (2022-2023) current seniors are also eligible to apply. Seniors wishing to apply may apply by the March 3, 2023 date or choose the **senior-only early action deadline of Thursday, December 1, 2022, 5pm.** An early action application does not commit a student, if accepted, to enroll in the program; it merely offers an early notification of results.

Applicants must have a **3.3 minimum GPA** and have completed **64 units** of college course work after high school graduation. **Pre Req: ENGL 300 or 310.**

Please email the complete application to [lthough@usc.edu](mailto:lthough@usc.edu) and [bmullins@usc.edu](mailto:bmullins@usc.edu), subject line: LEAP Application.

**A completed application includes:**

- A course plan, completed with your adviser,
- Two letters of recommendation from USC faculty, with cover sheets,
- A copy of your STARS report,
- A statement of purpose (500 words),
- Sample Essay - Prompt (500-750 words),
- A writing sample of 7-10 page, which may be critical or creative,
- and a resume.

		<b>N/A</b>			
MAJOR		SECOND MAJOR (IF APPLICABLE)		GPA	MAJOR GPA
		<b>IP</b>	<b>Done</b>	<b>IP</b>	<b>Done</b>
WRIT-150/CORE-111 GRADE	WRIT-340/CORE-112 GRADE	FOREIGN LANGUAGE REQ.		GENERAL EDUCATION REQ.	

**Letters of Recommendation**

Applicants are required to submit two letters of recommendation from USC faculty, one of which must be from a faculty member in the English department. Please indicate which faculty will be submitting your letters of recommendation. Letters of recommendation are to be sent to [lthough@usc.edu](mailto:lthough@usc.edu) and [bmullins@usc.edu](mailto:bmullins@usc.edu), subject line: LOR LEAP (Student's Name)

FACULTY NAME	DEPARTMENT	EMAIL ADDRESS

**Financial Aid for Progressive Degree Candidates**

Progressive degree students are classified as undergraduate students until their undergraduate degree is conferred or they complete 144 units, whichever comes first. AP, IB, and A-level exam credit is included in the total number of completed units for financial aid purposes. By signing below, you verify that you have met with a counselor in the USC Financial Aid Office to understand your eligibility for undergraduate financial aid based on your progressive degree course plan:

STUDENT SIGNATURE	DATE







# USC Progressive Degree Program

## Program Eligibility and Application Instructions



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 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).
- Applicants are not required to submit GRE or other graduate entrance exam scores but are expected to have at least a 3.0 GPA at the time of application.

### **Application Requirements**

- Students must complete all necessary sections on the *Application for Admission to a Progressive Master's Program* 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.
- Applicants must provide two letters of recommendation from USC faculty supporting their admission to a progressive master's degree; at least one from a faculty member in 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.

The master's program need not be from the same department as the student's undergraduate major, but typically the two programs are at least loosely related. Students may also pursue a master's program based on an associated minor program at the undergraduate level.

#### 2. Proposed Course Plan

The Progressive Degree Program application requires a Proposed Course Plan that incorporates all of the remaining requirements for the student's undergraduate major(s) and minor(s), and the intended master's program. The Proposed Course Plan should be constructed in consultation with advisors for both the undergraduate and graduate programs. Required coursework for the master's program may be *reduced* by up to one-third, as appropriate. However, all coursework for the undergraduate program(s) must be completed in full.

#### 3. Letters of Recommendation

Applicants must provide two letters of recommendation from USC faculty supporting their admission to a progressive master's degree; at least one from a faculty member in the student's bachelor's degree major.

#### 4. Application Submission

Students should submit their complete application to the office of the master's program in which they hope to enroll.

### **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 are classified as undergraduate students, until they attain one of the following conditions, *whichever comes first*:
  - a. up to and including the semester they complete 144 units \*;
  - b. their first bachelor's degree is conferred; or
  - c. they receive a research or teaching assistant award.
3. Transfer units and all units completed at USC, including both undergraduate- and graduate-level course work, will be counted toward the 144-unit limit. Transfer course work not being applied as either subject-specific requirements or free electives toward the bachelor's degree may increase the 144-unit threshold which determines when a student transitions from undergraduate status to graduate status.
4. 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.
5. While classified as undergraduates, students are assessed the undergraduate tuition rate, and their enrollment status and financial aid eligibility are determined by undergraduate standards. Undergraduate-level progressive degree students maintain their eligibility for Federal Pell Grants, Federal SEOG Grants, Cal Grants, Direct Subsidized and Unsubsidized Loans, Direct Parent PLUS Loans, and any applicable eligibility for USC Merit Scholarships or USC University Grants, as long as they are enrolled in courses that are required for, or that can be applied as an eligible elective credit toward, their undergraduate degree. The Financial Aid Office relies on the Registrar's determination of the applicability of a course to a degree program and the completion of the bachelor's degree.
6. 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 are eligible to borrow Direct Unsubsidized Loans, up to the maximum yearly amounts established for graduate students, and Direct Graduate PLUS Loans.
7. The bachelor's degree may be awarded separately, but the master's degree will not be awarded before the undergraduate degree.
8. The time limit for completing a progressive degree program is 12 semesters.
9. 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

*Submit this application to the graduate department to which you are applying with the following: 1) Proposed Course Plan; 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	Email address	Phone Number
GPA	Units Completed	Current Major/Minor

### Proposed Master's Program

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

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
Admission to Progressive Master's Degree		
Dean's Signature	Printed Name	Date
Second Major Department/School (if applicable)	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Admission to Progressive Master's Degree		
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:  
Degree Progress, JHH 010, MC 0912**



## USC Progressive Degree Program Proposed Course Plan

*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.
  - Begin with the current semester. If this is a revised course plan, begin with the term in which the first master's course was or will be completed.
  - 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.**

Semester/Year	Dept / Course #	UG	GR	Course Title	Units
<b>Total Units</b>					

Semester/Year	Dept / Course #	UG	GR	Course Title	Units
<b>Total Units</b>					

Semester/Year	Dept / Course #	UG	GR	Course Title	Units
<b>Total Units</b>					

Semester/Year	Dept / Course #	UG	GR	Course Title	Units
<b>Total Units</b>					



Proposed Course Plan (continued)

Semester/Year	Dept / Course #	UG	GR	Course Title	Units
				<b>Total Units</b>	

Semester/Year	Dept / Course #	UG	GR	Course Title	Units
				<b>Total Units</b>	

Total units *required* for the master's program: \_\_\_\_\_

Semester/Year in which 144 units will be completed: \_\_\_\_\_

Total units *to be completed* in the master's program: \_\_\_\_\_

Total semesters of registration after completion of 144 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**

**Course Plan Approval**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**If the student is admitted, this should be completed by the Undergraduate Program**

\_\_\_\_\_  
Undergraduate Department Chair's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate Department Dean's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**If the student is admitted, this should 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



*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 admission administrator in the department to which the student is applying.

(Please type or print)

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Printed name of student (Last)

(First)

(Middle)

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Department to which you are applying

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: \_\_\_\_\_

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

**MA - LEAP :**

Please comment on the student's skills in writing and editing - this may include their workshop critiques and verbal feedback.

Please comment on the student's level of engagement in class. This includes how much they participate in class activities and discussion as well as their attention to their peers' contribution to class.

**LOR Deadline: Dec. 1, 2022 (early decision) or March 3, 2023**

Letters of recommendation are to be sent to [lthough@usc.edu](mailto:lthough@usc.edu) and [bmullins@usc.edu](mailto:bmullins@usc.edu),  
subject line: LOR LEAP (Student's Name).

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Admission to Progressive Degree Program is:

Strongly recommended

Recommended

Recommended with reservations

Not recommended

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Signature

Printed Name

Date

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(Please type or print)

Printed name of student (Last)

(First)

(Middle)

Department to which you are applying

Email address

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Not recommended

Signature

Printed Name

Date