Program Description

Combined Degree students are permitted to take a limited number of graduate credits that will eventually double count toward both their bachelor and master degrees. They cannot begin taking these graduate level courses until their final undergraduate year. During this year, they are in ‘combined degree status,’ but they are still undergraduate students. Only after the undergrad degree is conferred, do those in combined degree status become graduate students.

While specific admission requirements vary by department (see Additional Application Materials section), all combined degree applicants should be able to show a strong academic record or other indication of their ability to meet the academic challenge of a combined program.

Students earn two separate degrees and attend both undergraduate and graduate graduation ceremonies (sequentially).

Application Deadline

CCAS Graduate Studies has not set an application deadline date for this program. Instead, applicants must apply within this application window:

- after completing 75 undergraduate credits
- and no later than the semester before the final undergraduate year

Within this window, departments can choose to set their own deadline date to accommodate their internal application review timelines.

Application Form

Combined Degree applicants do not use the online TargetX application. Instead they only use the Combined Degree Program Application form, available on the DGS shelf.

Additional Application Materials

Individual departments determine what else, in addition to the Combined Degree Program Application form, they wish to require from the application review. This might include letters of recommendation, resume, and/or a statement of purpose. Each department determines their own requirements, so potential applicants are referred to the DGS and the department’s combined degree website page, to confirm which additional materials are required.

Application Process

1) The applicant completes the Combined Degree Program Application form and obtains an approval signature from their Director of Undergraduate Studies (DUS).
2) The applicant then submits the form to the DGS for review. The DGS discusses eligibility and department-specific admission requirements with the applicant.
3) The DGS marks their decision and signs the form.
4) If the decision is Deny, the DGS notifies the applicant via email, with a cc: to askccas@gwu.edu.
3) If the decision is Admit, the DGS forwards the form to CCAS Graduate Studies (Phillips Hall, Suite 215, askccas@gwu.edu).
4) CCAS Graduate Studies finalizes the review and issues the applicant a letter of admission, with a cc: to the DGS, the DUS, and the CCAS Undergraduate Advising office.

Combined Degree Credit Form (CDF)

After admission, a Combined Degree Credit Form must be submitted to CCAS Graduate Studies (Phillips Hall, Suite 215, askccas@gwu.edu) by the following dates:

If combined degree status begins in a Fall term – November 15
If combined degree status begins in a Spring term – April 20
If combined degree status begins in a Summer term – April 20

This form is available on the DGS shelf. It is completed by the DGS and the student, and lists the graduate courses the student will be enrolling in, and potentially double counting.

- To receive graduate credit for these courses the students must earn grades of B or better.
- No permission will be given to retroactively count courses completed (grades posted) before admission to combined degree status.
- If courses below the 6000 level are listed, an email from the Professor of the course verifying that additional coursework was done to warrant graduate credit must accompany this CDFC.
- Any subsequent changes to the courses listed on this form must be made by the submission of a new form.

Maximum Number of Double Counted Credits

A maximum number of credits can be double counted. Generally speaking, this maximum is 25% of the total credits normally required for the master degree. Please see this site for the maximum number of double counted credits permitted for each combined degree program: https://graduate.admissions.gwu.edu/combined-programs.

Advising

Combined Degree students continue to be subject to undergraduate degree, enrollment, and academic standing requirements until their undergraduate degree is conferred, and must continue to consult with the CCAS Undergraduate Advising office and their Director of Undergraduate Studies (DUS) to determine how the graduate courses they are permitted to double count will apply to their undergraduate degree requirements.
Undergraduate tuition rates apply until the undergraduate degree is conferred. CCAS graduate tuition rates will apply thereafter.

Undergraduate students must be enrolled in at least 51% undergraduate-level coursework in a given semester in order to be eligible for undergraduate financial aid and many scholarships. Students must contact Financial Aid and/or their scholarship agency regarding their funding and plans for coursework each term.

**Additional Graduate Courses**

As a result of AP or transfer credits, some combined degree students may have completed all undergraduate requirements (including their approved double counted graduate courses) and still have room in their undergraduate schedule to take additional courses.

If such a student wants to take additional graduate level coursework towards the graduate degree while still an undergraduate, they must submit a Petition for Additional Graduate Coursework, available on the DGS Shelf.

This petition must be submitted **before** enrolling in the additional graduate courses; no requests for retroactive credit will be approved. If approved, the courses will be moved from the undergraduate to the graduate transcript, and the grades for the course(s) will not apply to the undergraduate GPA or eligibility for Latin Honors.

Undergraduate students must be enrolled in at least 51% undergraduate-level coursework in a given semester in order to be eligible for undergraduate financial aid and many scholarships. Students must contact Financial Aid and/or their scholarship agency regarding their funding and plans for coursework each term.

**Registration**

Combined degree students continue to follow the undergrad registration schedule until they graduate from undergrad. Since graduate registration opens before undergrad registration does, during the window of time in between, combined degree students (who have yet graduated from undergrad), must enroll in their approved grad level courses by using a Registration Transaction Form (RTF).

The Authorized School Official section of the RTF must be signed in the CCAS Undergraduate Advising office. Even after undergraduate enrollment does officially open, if a department has placed restrictions on who can enroll in their graduate level courses, combined degree students may still need to use an RTF, because for enrollment purposes they are still coded as an undergraduate. Once they graduate from undergrad, and enter their first 'fully graduate' semester, combined degree students will follow the graduate priority registration schedule.

**Transcripts, DegreeMaps, and GPAs**

The double counted courses will only appear on the undergraduate transcript and are calculated into the undergraduate GPA.
Since the double counted courses will not appear on the graduate transcript, adjustments will be made to the student’s graduate DegreeMap, to apply the courses to their graduate degree requirements.

- First, the DGS enters petitions on the graduate DegreeMap to waive those courses/requirements that have been fulfilled by the double counted courses.

- Second, the CCAS Graduate Studies Office confirms that grades of B or better have been obtained for each double counted course; only these courses will be given graduate credit.

- Third, the CCAS Graduate Studies Office then enters a petition on the graduate DegreeMap to reduce the total Credits Required.

Once the student graduates from undergrad, and is ‘fully graduate,’ the grades for the double counted courses will be manually calculated into their graduate GPA each semester.

**Undergraduate Graduation Clearance**

CCAS Graduate Studies will verify that the undergraduate degree has been conferred before the student will be permitted to take a full load of graduate course work.

**Bulletin Entries and Websites**

Each Combined Degree program must have an entry in the University Bulletin, and a webpage on the department website. In addition, each program must be listed on these two websites:

- [https://graduate.admissions.gwu.edu/combined-programs](https://graduate.admissions.gwu.edu/combined-programs) - Graduate Enrollment Management
- [https://columbian.gwu.edu/combined-degree-programs](https://columbian.gwu.edu/combined-degree-programs) - Columbian College of Arts and Sciences