



Executive Memorandum 24-022

May 31, 2024

From: Stephen Perez, President _____

Subject: Approval of Blended English and Languages and Cultures programs

In accordance with EM 23-005 and with the approval of the Chancellor's Office, I approve three blended programs within the Departments of English and Languages and Cultures, College of Humanities and Fine Arts.

- English BA + Language Teaching MA, 12 units double-count
- German BA + Language Teaching MA, 9 units double-count
- Spanish BA + Language Teaching MA, 9 units double count

These blended programs will allow units to double count towards both the bachelor's and master's degrees and will be effective fall 2025.

Policy Title:	EM 24-022 Blended BA + MA English and Languages and Cultures programs
Contact:	Departments of English and Languages and Cultures, College of Humanities and Fine Arts
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	

Blended Program Screening Form

Section One: Program Name, Principles, Description

BA in English + MA in Language Teaching

1. Which department/college will maintain/oversee the program?

This program will be housed in the College of Humanities and Fine Arts and in the Department of English and the Department of Languages and Cultures. To the extent that a department needs to take the lead to make something happen, the MA department (LANC) will take responsibility.

2. What will be the full title of the blended program (e.g, BS Environmental Engineering + MS Engineering Management)?

BA in English + MA in Language Teaching

3. Date of Proposed Implementation (e.g., fall 2024)*:

Fall 2025

4. Who has been consulted about this proposed blended program (include related correspondence, if pertinent)?

Faculty/chairs of ENGL and LANC, including the director of the MA program, Frieda Fichtner.

5. Existing undergraduate program to be blended*: BA in English

a. State- or Self-Support? **State**

6. Existing graduate program to be blended*: MA in Language Teaching

a. State- or Self-Support? **State**

7. If either program is self-support, how will the tuition and fees be clearly defined and distinguished for each program and appropriately assessed? **n/a**

8. How will students be supported in the blended/accelerated program?

Students will have two advisors, one in ENGL and one in LANC, who work closely together.

9. Delivery format for each program (e.g., fully in-person, fully online, hybrid, or HyFlex)*: **Mostly in person with some online and hybrid options.**

10. How many undergraduate units do students need to complete in order to apply for the program?

60 units

11. Provide a degree roadmap (including blended double-counts) for the entire blended program that outlines the recommended courses and sequence.*

a. Per the Chancellor’s Office, a degree roadmap “serves as a visual presentation of the department’s recommended pathway for the achievement of all program requirements. Thus, the degree roadmap is an invaluable advising tool for students and their advisors. While there is no prescriptive format for the roadmap, at a minimum, the roadmap should reflect the recommended*:

- i. Courses by term*
- ii. Number of units per course*
- iii. Total number of units per term*
- iv. Timing of completing any offsite, internship, and/or capstone requirements*
- v. All blended double-counting (maximum 12 units)*
- vi. For undergraduates, GE/breadth course taking pattern and any potential double-counting with major requirements*

The blended program double counts 12 units – ENGL 470, plus 3 400-level ENGL electives. This reduces the number of units for the standalone MA from 36 to 24. We offer two roadmaps, one that can be completed in 11 semesters and one that can be completed in 10 semesters.

11-semester roadmap

Total units: 144

<p><u>Semester 1</u> GE Area A1(3) GE Area A2 (3) LD GE course (3) HIST 130 or POLS 155 (3) Elective or Minor (3) Total units: 15</p>	<p><u>Semester 2</u> GE Area A3 (3) GE Area A4 (3) LD GE course (3) ENGL 220W (GE C2) (4) Elective or Minor (3) Total units:16</p>
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<u>Semester 3</u> LD GE course (3) LD GE course (3) HIST 130 or POLS 155 (3) ENGL 276, 277, 278, or 279 (3) Elective or Minor (3) Total units: 15	<u>Semester 4</u> ENGL 332 (3) LD GE course (3) LD GE course (4) Elective or Minor (3) Elective or Minor (3) Total units: 16
<u>Semester 5</u> ENGL 340 (3) ENGL 315 (4) ENGL 371(3) ENGL Option (3) Elective or Minor (3) Total units: 16	<u>Semester 6</u> ENGL 470 (3) ENGL 335W (3) ENGL Option (3) ENGL Option (3) Elective or Minor (3) Total units: 15
<u>Semester 7</u> GE UD Pathway (3) GE UD Pathway (3) ENGL Option (3) ENGL Option (3) Elective or Minor (3) Total units: 15	<u>Semester 8</u> EDSL 605(3) GE UD Pathway (3) Elective or Minor (3) ENGL Option (3) Total units: 12
<u>Semester 9</u> EDSL 610 (3) EDSL 630 (3) EDSL 633 (3) Total units: 9	<u>Semester 10</u> EDSL 620 (3) EDSL 635 (3) EDSL 689 (3) Total units: 9
<u>Semester 11</u> Elective or Minor (3) EDSL 696, 699T, or 699P (3) Total units: 6	

Double counted (12 units): ENGL 470 and three 400-600-level ENGL electives chosen in consultation with advisors. These can be courses included in any of the ENGL BA options.

Total units: 144

<p><u>Semester 1</u> GE Area A1(3) GE Area A2 (3) LD GE course (3) HIST 130 or POLS 155 (3) Elective or Minor (3)</p> <p>Total units: 15</p>	<p><u>Semester 2</u> GE Area A3 (3) GE Area A4 (3) LD GE course (3) ENGL 220W (GE C2) (4) Elective or Minor (3)</p> <p>Total units:16</p>
<p><u>Semester 3</u> LD GE course (3) LD GE course (3) HIST 130 or POLS 155 (3) ENGL 276, 277, 278, or 279 (3) Elective or Minor (3)</p> <p>Total units: 15</p>	<p><u>Semester 4</u> ENGL 332 (3) LD GE course (3) LD GE course (4) Elective or Minor (3) Elective or Minor (3)</p> <p>Total units: 16</p>
<p><u>Semester 5</u> ENGL 340 (3) ENGL 315 (4) ENGL 371(3) ENGL Option (3) Elective or Minor (3)</p> <p>Total units: 16</p>	<p><u>Semester 6</u> ENGL 470 (3) ENGL 335W (3) ENGL Option (3) ENGL Option (3) Elective or Minor (3)</p> <p>Total units: 15</p>
<p><u>Semester 7</u> EDSL 610 (3) EDSL 630 (3) EDSL 633 (3) ENGL Option (3)</p> <p>Total units: 12</p>	<p><u>Semester 8</u> EDSL 620 (3) EDSL 635 (3) EDSL 689 (3) ENGL Option (3)</p> <p>Total units: 12</p>
<p><u>Semester 9</u> GE UD Pathway (3) GE UD Pathway (3) ENGL Option (3) ENGL Option (3) Elective or Minor (3)</p> <p>Total units: 15</p>	<p><u>Semester 10</u> GE UD Pathway (3) Elective or Minor (3) EDSL 605(3) EDSL 696, 699T or 699P (3)</p> <p>Total units: 12</p>

Double counted (12 units): ENGL 470 and three 400-600-level ENGL electives chosen in consultation with advisors. These can be courses included in any of the ENGL BA options.

Section Two: Impact on or Changes to Existing Programs

12. Will the graduate program requirements be affected? If so, in what way(s)?

n/a

13. Will the undergraduate program requirements be affected? If so, in what way(s)?

n/a

14. Will the undergraduate learning objectives be altered in any way? If so, how?

n/a

15. Will the change to the undergraduate program affect another program's curriculum in any negative way?

n/a

16. How will the established assessment practices for the existing programs to be blended inform improvements in the new blended program?*

Assessments for both the BA and the MA will continue to be administered in their current form.

17. If the current undergraduate or graduate program is externally accredited, could this blended program affect our accreditation status? (Please include any correspondence with external accrediting bodies, if applicable.)

n/a

18. Do you anticipate any resource or faculty needs to implement and maintain this program? How will these costs be met?

The blended program does not require staffing beyond current staffing needs.

19. Provide a coordination plan between the academic department(s), budget and/or financial aid office and campus registrar regarding students' transition from undergraduate and graduate status.*

The university is developing a multi-step process to ensure the successful transition of students from undergraduate to graduate status involving the offices of the Registrar, Advising, Financial Aid, Student Financial Services, Graduate Studies, and the Academic Department. The responsibilities and duties of each unit will be clearly defined and prescribed and include: (1) developing the program's degree progress and academic planner, (2) opening up the blended program application process, (3) declaring students into the blended program and changing their major, (4) providing ongoing program and financial aid advising, (5) conducting an evaluation of graduation eligibility for the bachelor's degree,(6) transitioning students to graduate status; (7) evaluating and clearing the graduate student for the master's degree.

Approved: *Friederike Fichtner*
Friederike Fichtner (May 3, 2023 11:25 PDT)

Program Coordinator(s) (if applicable)

Approved: *Christine Goulding* *BDK*

Department Chair(s)

Approved: *Tracy R. Butta*

Dean(s)

Approved: *Sharon Barrios*

Dean, Graduate Studies

Blended Program Screening Form

Section One: Program Name, Principles, Description

BA in German + MA in Language Teaching

1. Which department/college will maintain/oversee the program?

This program will be housed in the Department of Languages and Cultures in the College of Humanities and Fine Arts.

2. What will be the full title of the blended program (e.g, BS Environmental Engineering + MS Engineering Management)?

BA in German + MA in Language Teaching

3. Date of Proposed Implementation (e.g., fall 2024)*:

Fall 2025

4. Who has been consulted about this proposed blended program (include related correspondence, if pertinent)?

Faculty of LANC, including the director of the MA program, Frieda Fichtner.

5. Existing undergraduate program to be blended*: BA in German

a. State- or Self-Support? **State**

6. Existing graduate program to be blended*: MA in Language Teaching

a. State- or Self-Support? **State**

7. If either program is self-support, how will the tuition and fees be clearly defined and distinguished for each program and appropriately assessed? **n/a**

8. How will students be supported in the blended/accelerated program?

Students will have two advisors, Dr. Christine Goulding, advisor and coordinator of German and Dr. Frieda Fichtner, the MA program coordinator and advisor. These advisors will work closely together.

9. Delivery format for each program (e.g., fully in-person, fully online, hybrid, or HyFlex)*:
Mostly in person with some online and hybrid options.

10. How many undergraduate units do students need to complete in order to apply for the program?

60 units

11. Provide a degree roadmap (including blended double-counts) for the entire blended program that outlines the recommended courses and sequence.*

a. Per the Chancellor’s Office, a degree roadmap “serves as a visual presentation of the department’s recommended pathway for the achievement of all program requirements. Thus, the degree roadmap is an invaluable advising tool for students and their advisors. While there is no prescriptive format for the roadmap, at a minimum, the roadmap should reflect the recommended*:

- i. Courses by term*
- ii. Number of units per course*
- iii. Total number of units per term*
- iv. Timing of completing any offsite, internship, and/or capstone requirements*
- v. All blended double-counting (maximum 12 units)*
- vi. For undergraduates, GE/breadth course taking pattern and any potential double-counting with major requirements*

The blended program double counts 9 units, 3 400- to 600-level GERM electives. This reduces the number of units for the standalone MA from 36 to 27. We offer two roadmaps, one that can be completed in 11 semesters and one that can be completed in 10 semesters.

Total units: 147 units

11-semester roadmap

<p><u>Semester 1</u> GE Area A1(3) GE Area A2 (3) GERM 101 (GE Area C2) (4) HIST 130 or POLS 155 (3) Elective or Minor (3) Total units: 16</p>	<p><u>Semester 2</u> GE Area A3 (3) GE Area A4 (3) LD GE course (3) GERM 102 (4) Elective or Minor (3) Total units:16</p>
<p><u>Semester 3</u></p>	<p><u>Semester 4</u></p>

LD GE course (3) LD GE course (3) HIST 130 or POLS 155 (3) GERM 201 (4) Elective or Minor (3) Total units: 16	GERM 202 (3) LD GE course (3) LD GE course (4) Elective or Minor (3) Elective or Minor (3) Total units: 16
<u>Semester 5</u> GERM 301(3) GERM 399 (1) GERM 480 (3) ENGL 371 (3) Elective or Minor (3) GE UD Pathway (3) Total units: 16	<u>Semester 6</u> ENGL 470 (3) GERM 302 (3) GERM 399 (1) 400-level GERM elective (3) GE UD Pathway (3) Elective or Minor (3) Total units: 16
<u>Semester 7</u> GERM 303 or GERM elective (3) GERM 340 or 345 (3) GERM 399 (1) GE UD Pathway (W) (3) GE UD Pathway (3) Elective or Minor (2) Total units: 15	<u>Semester 8</u> GERM 497W (3) 400-level GERM elective (3) GE UD Pathway (3) EDSL 605 (3) Total units: 12
<u>Semester 9</u> EDSL 610 (3) EDSL 630 (3) EDSL 633 (3) Total units:9	<u>Semester 10</u> EDSL 620 (3) EDSL 635 (3) EDSL 689 (3) Total units: 9
<u>Semester 11</u> Elective or Minor (3) EDSL 696 or EDSL 699T or EDSL 699P (3) Total units: 6	

Required/Double counted (9 units): Three 400-level GERM electives (not including GERM 497W) chosen in consultation with advisors.

Total units: 147 units

10-semester roadmap

<p><u>Semester 1</u> GE Area A1(3) GE Area A2 (3) GERM 101 (GE Area C2) (4) HIST 130 or POLS 155 (3) Elective or Minor (3)</p> <p>Total units: 16</p>	<p><u>Semester 2</u> GE Area A3 (3) GE Area A4 (3) LD GE course (3) GERM 102 (4) Elective or Minor (3)</p> <p>Total units:16</p>
<p><u>Semester 3</u> LD GE course (3) LD GE course (3) HIST 130 or POLS 155 (3) GERM 201 (4) Elective or Minor (3)</p> <p>Total units: 16</p>	<p><u>Semester 4</u> GERM 202 (3) LD GE course (3) LD GE course (4) Elective or Minor (3) Elective or Minor (3)</p> <p>Total units: 16</p>
<p><u>Semester 5</u> GERM 301(3) GERM 399 (1) GERM 480 (3) ENGL 371 (3) Elective or Minor (3) GE UD Pathway (3)</p> <p>Total units: 16</p>	<p><u>Semester 6</u> ENGL 470 (3) GERM 302 (3) GERM 399 (1) 400-level GERM elective (3) GE UD Pathway (3) Elective or Minor (3)</p> <p>Total units: 16</p>
<p><u>Semester 7</u> EDSL 610 (3) EDSL 630 (3) EDSL 633 (3) GERM 303 or GERM elective (3)</p> <p>Total units: 12</p>	<p><u>Semester 8</u> EDSL 620 (3) EDSL 635 (3) EDSL 689 (3) 400-level GERM elective (3)</p> <p>Total units: 12</p>
<p><u>Semester 9</u> GERM 340 or 345 (3) GERM 399 (1) GE UD Pathway (W) (3) GE UD Pathway (3) Elective or Minor (3) Elective or Minor (2)</p>	<p><u>Semester 10</u> GE UD Pathway (3) EDSL 605 (3) GERM 497W (3) EDSL 696 or ENGL 699T or 699P (3)</p>

Total units: 15	Total units: 12
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Required/Double counted (9 units): Three 400-level GERM electives (not including GERM 497W) chosen in consultation with advisors

Section Two: Impact on or Changes to Existing Programs

12. Will the graduate program requirements be affected? If so, in what way(s)?

n/a

13. Will the undergraduate program requirements be affected? If so, in what way(s)?

n/a

14. Will the undergraduate learning objectives be altered in any way? If so, how?

n/a

15. Will the change to the undergraduate program affect another program's curriculum in any negative way?

n/a

16. How will the established assessment practices for the existing programs to be blended inform improvements in the new blended program?*

Assessments for both the BA and the MA will continue to be administered in their current form.

17. If the current undergraduate or graduate program is externally accredited, could this blended program affect our accreditation status? (Please include any correspondence with external accrediting bodies, if applicable.)

n/a

18. Do you anticipate any resource or faculty needs to implement and maintain this program? How will these costs be met?

The blended program does not require staffing beyond current staffing needs.

19. Provide a coordination plan between the academic department(s), budget and/or financial aid office and campus registrar regarding students' transition from undergraduate and graduate status.*

The university is developing a multi-step process to ensure the successful transition of students from undergraduate to graduate status involving the offices of the Registrar, Advising, Financial Aid, Student Financial Services, Graduate Studies and the Academic Department. The responsibilities and duties of each unit will be clearly defined and prescribed and include: (1) developing the program's degree progress and academic planner, (2) opening up the blended program application process, (3) declaring students into the blended program and changing their major, (4) providing ongoing program and financial aid advising, (5) conducting an evaluation of graduation eligibility for and awarding of the bachelor's degree, (6) transitioning students to graduate status; and (7) evaluating and clearing the graduate student for the master's degree.

Approved: *Friederike Fichtner*

[Friederike Fichtner \(May 3, 2023 11:47 PDT\)](#)

Program Coordinator(s) (if applicable)

Approved: *Christine Goulding*

Department Chair(s)

Approved: *Tracy R. Butta*

Dean(s)

Approved: *Sharon Barrios*

Dean, Graduate Studies

Blended Program Screening Form

Section One: Program Name, Principles, Description

BA in Spanish (Pre-Credential) + MA in Language Teaching

1. Which department/college will maintain/oversee the program?

This program will be housed in the Department of Languages and Cultures in the College of Humanities and Fine Arts.

2. What will be the full title of the blended program (e.g, BS Environmental Engineering + MS Engineering Management)?

BA in Spanish (Pre-Credential) + MA in Language Teaching

3. Date of Proposed Implementation (e.g., fall 2024)*:

Fall 2025

4. Who has been consulted about this proposed blended program (include related correspondence, if pertinent)?

Faculty of LANC, including the director of the MA program, Frieda Fichtner.

5. Existing undergraduate program to be blended*: BA in Spanish

a. State- or Self-Support? **State**

6. Existing graduate program to be blended*: MA in Language Teaching

a. State- or Self-Support? **State**

7. If either program is self-support, how will the tuition and fees be clearly defined and distinguished for each program and appropriately assessed? **n/a**

8. How will students be supported in the blended/accelerated program?

Students will have two advisors, a faculty member in SPAN and Dr. Frieda Fichtner, the MA program coordinator and advisor. These advisors will work closely together.

9. Delivery format for each program (e.g., fully in-person, fully online, hybrid, or HyFlex)*: **Mostly in person with some online and hybrid options.**

10. How many undergraduate units do students need to complete in order to apply for the program?

60 units

11. Provide a degree roadmap (including blended double-counts) for the entire blended program that outlines the recommended courses and sequence.*

a. Per the Chancellor’s Office, a degree roadmap “serves as a visual presentation of the department’s recommended pathway for the achievement of all program requirements. Thus, the degree roadmap is an invaluable advising tool for students and their advisors. While there is no prescriptive format for the roadmap, at a minimum, the roadmap should reflect the recommended*:

- i. Courses by term*
- ii. Number of units per course*
- iii. Total number of units per term*
- iv. Timing of completing any offsite, internship, and/or capstone requirements*

- v. All blended double-counting (maximum 12 units)*

- vi. For undergraduates, GE/breadth course taking pattern and any potential double-counting with major requirements*

The blended program double counts 9 units, 3 400- to 600-level SPAN electives. This reduces the number of units for the standalone MA from 36 to 27. We offer two roadmaps, one that can be completed in 11 semesters and one that can be completed in 10 semesters.

Total units: 147 units

11-semester roadmap

<p><u>Semester 1</u> GE Area A1(3) GE Area A2 (3) SPAN 101 (GE Area C2) (4) HIST 130 or POLS 155 (3) Elective or Minor (3)</p> <p>Total units: 16</p>	<p><u>Semester 2</u> GE Area A3 (3) GE Area A4 (3) LD GE course (3) SPAN 102 (4) Elective or Minor (3)</p> <p>Total units:16</p>
<p><u>Semester 3</u> LD GE course (3) LD GE course (3)</p>	<p><u>Semester 4</u> SPAN 202 or 202N (3) LD GE course (3)</p>

HIST 130 or POLS 155 (3) SPAN 201, 201B, or 201C (4) Elective or Minor (3) Total units: 16	LD GE course (4) Elective or Minor (3) Elective or Minor (3) Total units: 16
<u>Semester 5</u> SPAN 301(3) SPAN 303 or 303C (3) SPAN 321 (3) ENGL 371 (3) LD GE Course (3) Total units: 15	<u>Semester 6</u> ENGL 470 (3) SPAN 302 (3) SPAN 320 (3) SPAN 332 or 400-level SPAN elective* (3) GE UD Pathway (3) Total units: 15
<u>Semester 7</u> SPAN 331 or 400-level SPAN elective* (3) SPAN 341 (3) SPAN 425 or EDTE 255* (3) GE UD Pathway (W) (3) Elective or Minor (2) Total units: 14	<u>Semester 8</u> GE UD Pathway (3) 400-level SPAN elective* (3) SPAN 497W (3) EDSL 605 (3) Elective or Minor (3) Units: 15
<u>Semester 9</u> EDSL 610 (3) EDSL 630 (3) EDSL 633 (3) Total units:9	<u>Semester 10</u> EDSL 620 (3) EDSL 635 (3) EDSL 689 (3) Total units: 9
<u>Semester 11</u> Elective or Minor (3) EDSL 696 or EDSL 699T or EDSL 699P (3) Total units: 6	

*Required/Double counted (9 units): Three 400-level SPAN courses (not including SPAN 497W) chosen in consultation with advisors.

Total units: 147 units

10-semester roadmap

<p><u>Semester 1</u> GE Area A1(3) GE Area A2 (3) SPAN 101 (GE Area C2) (4) HIST 130 or POLS 155 (3) Elective or Minor (3)</p> <p>Total units: 16</p>	<p><u>Semester 2</u> GE Area A3 (3) GE Area A4 (3) LD GE course (3) SPAN 102 (4) Elective or Minor (3)</p> <p>Total units:16</p>
<p><u>Semester 3</u> LD GE course (3) LD GE course (3) HIST 130 or POLS 155 (3) SPAN 201, 201B, or 201C (4) Elective or Minor (3)</p> <p>Total units: 16</p>	<p><u>Semester 4</u> SPAN 202 or 202N (3) LD GE course (3) LD GE course (4) Elective or Minor (3) Elective or Minor (3)</p> <p>Total units: 16</p>
<p><u>Semester 5</u> SPAN 301(3) SPAN 303 or 303C (3) SPAN 321 (3) ENGL 371 (3) LD GE course (3)</p> <p>Total units: 15</p>	<p><u>Semester 6</u> ENGL 470 (3) SPAN 302 (3) SPAN 320 (3) SPAN 332 or 400-level SPAN elective* (3) GE UD Pathway (3)</p> <p>Total units: 15</p>
<p><u>Semester 7</u> EDSL 610 (3) EDSL 630 (3) EDSL 633 (3) SPAN 331 or 400-level SPAN elective* (3)</p> <p>Total units: 12</p>	<p><u>Semester 8</u> EDSL 620 (3) EDSL 635 (3) EDSL 689 (3) 400-level SPAN elective* (3)</p> <p>Total units: 12</p>
<p><u>Semester 9</u> SPAN 341 (3) SPAN 425 or EDTE 255* (3) GE UD Pathway (W) (3) Elective or Minor (3) Elective or Minor (3) Elective or Minor (2)</p> <p>Total units:17</p>	<p><u>Semester 10</u> GE UD Pathway (3) EDSL 605 (3) SPAN 497W (3) EDSL 696 or EDSL 699T or EDSL 699P (3)</p> <p>Total units: 12</p>

*Required/Double counted (9 units): Three 400-level SPAN electives (not including SPAN 497W) chosen in consultation with advisors.

Section Two: Impact on or Changes to Existing Programs

12. Will the graduate program requirements be affected? If so, in what way(s)?

n/a

13. Will the undergraduate program requirements be affected? If so, in what way(s)?

n/a

14. Will the undergraduate learning objectives be altered in any way? If so, how?

n/a

15. Will the change to the undergraduate program affect another program's curriculum in any negative way?

n/a

16. How will the established assessment practices for the existing programs to be blended inform improvements in the new blended program?*

Assessments for both the BA and the MA will continue to be administered in their current form.

17. If the current undergraduate or graduate program is externally accredited, could this blended program affect our accreditation status? (Please include any correspondence with external accrediting bodies, if applicable.)

n/a

18. Do you anticipate any resource or faculty needs to implement and maintain this program? How will these costs be met?

The blended program does not require staffing beyond current staffing needs.

19. Provide a coordination plan between the academic department(s), budget and/or financial aid office and campus registrar regarding students' transition from undergraduate and graduate status.*

The university is developing a multi-step process to ensure the successful transition of students from undergraduate to graduate status involving the offices of the Registrar,

Advising, Financial Aid, Student Financial Services, Graduate Studies and the Academic Department. The responsibilities and duties of each unit are clearly defined and prescribed and include: (1) developing the program's degree progress and academic planner, (2) opening up the blended program application process, (3) declaring students into the blended program and changing their major, (4) providing ongoing program and financial aid advising, (5) conducting an evaluation of graduation eligibility for and awarding of the bachelor's degree, (6) transitioning students to graduate status; and (7) evaluating and clearing the graduate student for the master's degree.

Approved: *Friederike Fichtner*
[Friederike Fichtner \(May 3, 2023 11:47 PDT\)](#)

Program Coordinator(s) (if applicable)

Approved: *Christine Goulding*

Department Chair(s)

Approved: *Tracy R. Butts*

Dean(s)

Approved: *Sharon Barrios*
Dean, Graduate Studies