

Steps to Participate in the BS/MS or Dual Program

NOTE: Only courses taken *after* admission into the BS/MS program and during the last two semesters of a participating student's undergraduate degree program may be counted toward both the BS and MS degree.¹ These and other rules governing the BS/MS Program can be found in the Graduate Catalog, which is available at:

<http://www.grads.vt.edu/academics/gcat/index.html>

1. A student must have a minimum GPA of 3.5 to qualify. The applicant must apply for admission to the Master's degree program using the Graduate School's online application system (www.grads.vt.edu). In applying for admission to the Master's degree program, the student should select the start date to be the semester *following* the one in which the Bachelor's degree will be awarded. A student who expects to obtain his/her Bachelor's degree in Spring 2009, for example, should apply for Fall 2009 admission.
2. Once the application for admission has been submitted, the student must also complete the Concurrent Undergraduate/Graduate Status and Course Designation Form, which is available at:

www.grads.vt.edu/forms/index.html.

The student must indicate on this form

- the ***term*** in which s/he will start double-counting courses (typically Fall semester of the student's senior year) and
- ***which*** courses will be counted toward both the BS and MS degrees.

This form will be reviewed and signed by the Department Head and the Graduate Program Coordinator. These signatures indicate the department's approval for the student's admission into the Concurrent Undergraduate/Graduate Status program.

3. After the Concurrent Undergraduate/Graduate Status and Course Designation Form has been signed, the department Graduate Program Coordinator will go to the Online Admission Analysis Form in HokieSpa and formally recommend acceptance to the Graduate School for the student into the Master's degree program.
4. Once the decision has been made by the department using the Online Admission Analysis Form, the department will send the Concurrent Undergraduate/Graduate Status and Course Designation Form to the Graduate School for review and processing. Upon receipt of this form, Graduate School staff will change the student's application type to "BS/MS Program." The term will be changed to the term in which the student has indicated s/he will begin double counting courses.

Note: Beginning Fall semester 2009, no graduate Plan of Study may include more than six credit hours of 4000-level course work. This rule applies to BS/MS participants completing their undergraduate degree in Spring 2009 or later.

Please direct questions regarding this procedure to gradappl@vt.edu or phone (540) 231-8636.

¹ Typically, an eligible AOE student would apply for this program during the Spring semester of the junior year.