

Kogod Combined Bachelor's Master's Confirmation Form

Review the admission guidelines below and **submit pages 2-4 of this document as the KSB Combined Bachelors Masters Confirmation Form within your application.** Full instructions on applying are available at: http://www.american.edu/kogod/admissions/application_guide.cfm

All current undergraduate students can apply for the Combined Bachelor's Master's program. There is no minimum GPA needed to apply and you do not need to take the GMAT/GRE (except for the MS in Finance). If you meet the standards below, you will be **GUARANTEED** admission.

Graduate Program	Cumulative GPA Requirement	Kogod Undergraduate Student Prerequisites	AU (non-Kogod) Undergraduate Student Prerequisites
MS in Accounting	3.25	Minimum grade of B+ in ACCT-240, ACCT-241, and FIN-365	Minimum grade of B+ in STAT-202 or STAT-203 (or higher), ECON-100 and ECON-200
MS in Analytics *Interview Required	3.25	Minimum grade of B in ITEC-200 Minimum grade of B+ in STATS-202	Guaranteed Admissions Unavailable
MS in Finance With a 3.25 GPA you can apply to waive the GMAT/GRE requirement.	3.25	Minimum grade of B+ in ACCT-240, ACCT-241, and FIN-365	Minimum grade of B+ in STAT-202 or STAT-203 (or higher), ACCT-240, ECON-100 and ECON-200
MS in Marketing *Interview Required	3.25	Minimum grade of B in MKTG-300	Minimum grade of B in MKTG-300 or MKTG-250
MS in Real Estate	3.25	None required	None required
MS in Sustainability Management	3.25	None required	None required
MS in Taxation	3.25	Minimum grade of B+ in ACCT-240 and a minimum grade of B+ in ACCT-244 or MGMT-203	Minimum grade of B+ in ACCT-240 and a minimum grade of B+ in ACCT-244 or MGMT-203

Advising

After you have determined your eligibility for the combined program, visit kogodgradadvising.youcanbook.me to schedule an appointment with your graduate advisor. If you have any questions, email ksbgradadvising@american.edu.

Program	Advisor
MS in Analytics (on-campus)	Rene Thomas
MS in Accounting	Nora Cumberbatch
MS in Finance	Nora Cumberbatch
MS in Marketing	Nora Cumberbatch
MS in Real Estate	Nora Cumberbatch
MS in Sustainability Management	Rene Thomas
MS in Taxation	Rene Thomas

Deadlines

Make sure you submit your application and required application materials prior to the semester in which you plan to take 600 level courses using the deadlines below. You can't take 600 level courses without first being a deposit-paid MS student!

Taking first 600-level course in Spring semester: [Application materials](#) must be received by December 8

Taking first 600-level course in Fall semester: [Application materials](#) must be received by June 15

Kogod School of Business Combined Bachelor's Master's Planner

To be completed with your graduate advisor.

Student Name: _____ Student ID: _____

Undergraduate Program: BA/BS in _____ Graduate Program: MS in _____

Undergraduate Graduation Term: _____ MS Start (Enrollment) Term : _____

Courses Remaining in BA/BS

Semester/Year:	Semester/Year:	Semester/Year:	Semester/Year:	Semester/Year:	Semester/Year:

A maximum of 9 (6 for MS Marketing) approved graduate-level credits may be shared between your undergraduate and graduate degree.

Grades of B or higher are required for courses that can be shared with your MS degree. The grades you earn in these courses will be used to establish your MS GPA. A 3.0 cumulative GPA is required for graduate students.

You cannot have a gap¹ (except for summer) between your undergraduate and graduate programs or you will lose your ability to share credits.

Notify your graduate advisor immediately if any of the following occurs:

- You change which courses plan to share or where in your combined degree plan they will fit
- You add a minor or specialization that will cause you to exceed 122 overall credits.
- You decide to graduate your undergraduate degree earlier or later than planned

Will you complete your undergraduate degree with more than 122 credits? _____ Yes _____ No

Will you have a minor or a second concentration/specialization that is NOT required for your major? _____ Yes _____ No

Which courses have you been approved to share between your undergraduate and graduate degrees?

Course Number	Undergraduate degree requirement that course satisfies (major core or specialization, minor required for major, free elective)

Please be aware that 600 and 700 level courses can only be registered by your graduate academic advisor. You will need to contact your graduate advisor during registration to enroll in any of these courses.

Graduate Academic Advisor Signature: _____ Date: _____

¹With the exception of MS Marketing students finishing undergraduate degrees in the fall semester.

Combined Bachelor's/Master's Program Policies Terms of Agreement

I, _____, understand as a student in a combined bachelor's/master's program that I must follow all rules stipulated in the American University Academic Rules and Regulations for Graduate Students (referred to as "Graduate Academic Regulations"), the policies of my undergraduate and/or graduate academic unit, and the policies of my undergraduate and/or graduate teaching unit (collectively referred to as "Combined Bachelor's/Master's Policies"). These policies include, but are not limited to:

1. Upon admission to a combined bachelor's/master's program, a student must devise a Plan of Study with his/her undergraduate and graduate advisor which details the required undergraduate coursework, including which credit will be shared between the bachelor's and master's degrees. Changes to the agreed upon Plan of Study must receive the prior written approval of the student's advisor, as it may change the amount of credit that can be shared.
2. Credits shared between the bachelor's and master's degree must be taken at the graduate level (500-level and above) and must meet degree requirements for each degree, as stipulated in the Graduate Academic Regulations. Limits on credit sharing are detailed in the Graduate Academic Regulations. Credits at the graduate level may only be shared if:
 - a. they satisfy major requirements for the bachelor's degree, or
 - b. they satisfy free electives for the bachelor's degree. However, all available undergraduate and transfer credits must be used to satisfy free electives before using graduate credits. Students who complete their bachelor's degree with over 120 credits may be limited in the number of graduate credits shared through free electives.
3. Students must have a cumulative graduate GPA of 3.00 or higher when completing their undergraduate degree to share all credits in their Plan of Study. If the cumulative graduate GPA is below 3.00, only graduate courses with grades of B or higher will be allowed to be shared.
4. Financial aid awarded for undergraduate studies may not be used to pay for courses that will only count towards the master's degree. Students are advised to speak with a Financial Aid advisor on all Bachelor's/Master's program financial aid questions.
5. Once all undergraduate requirements have been satisfied, a student must:
 - a. graduate from the bachelor's degree program, and
 - b. maintain continuous enrollment and become a graduate student the semester following graduation from the bachelor's program (excluding summer sessions).

I understand that the above information are only highlights from the University policies that are relevant to the combined bachelor/master's program. I agree to consult with the Graduate Academic Regulations and any additional polices from my academic and teaching unit for complete information on the combined bachelor's/master's degree program. I understand that exceptions to the Graduate Academic Regulations may only be approved by the Vice Provost of Research and Dean of Graduate Studies or by the Associate Dean as stipulated by the Graduate Academic Regulations. Any oral or written advice from other American University faculty or staff members that is contrary to these aforementioned policies do not supersede these rules.

Printed Name of Student

Date

Bachelor's Degree Program

Name of Undergraduate Advisor (not a signature)

Master's Degree Program

Name of Graduate Advisor (not a signature)

Signature of Student

These Terms of Agreement must be completed and signed by the student no later than the end of the student's first semester enrolled in a combined bachelor's/master's program. It is strongly recommended that the student keep a copy for his or her records. A copy must be sent electronically by the academic unit to the Office of Graduate Studies at abrown@american.edu by the end of the student's first semester enrolled in a combined bachelor's/master's program.