

Brief Guide to Integrated Undergraduate/Graduate Programs (IUGs)
College of the Liberal Arts
July 21, 2020

For information on all graduate curricular proposal requirements, see [Overview of the Graduate Council Curricular Review Process](#)
[GCAC-206 Graduate Curricular Proposal Requirements – Procedure and Guidelines](#)
[Developing Graduate Program Proposals](#)

1. Overview

Integrated Undergraduate/Graduate Programs (IUGs) provide students the opportunity to pursue simultaneous undergraduate and graduate degrees in programs that have a master's degree curriculum. An IUG program will typically allow a student to complete two degrees (Bachelor's and Master's) in less time than if they completed a B.A./B.S. and then a Master's degree [typically 5 years rather than 6 for 2-year Master's programs]. This is possible in part because 12 credits may be counted toward both the undergraduate and master's degrees; of these, a minimum of 50% of the courses proposed to count for both degrees must be at the graduate (500 or 800) level. Students in IUG programs should consult with an adviser and a Student Aid staff member prior to semester course registration each semester as registering for these programs affects their eligibility for financial aid.

Establishing an IUG degree program involves 1) a program change proposal for the graduate degree program submitted to the Associate Dean of the College and subsequently to the Graduate School (see below), and 2) submission to the Faculty Senate / ACUE (a P-1 proposal, see <http://undergrad.psu.edu/aappm/P-1-new-undergraduate-degrees-majors-options-iugs-minors.html>). Submission of new IUG programs starts at the graduate level, with the undergrad side coming second. For the undergraduate review, a prospectus submission starts the process, with the full proposal to follow. The Graduate School recommends submitting the graduate program proposal by October for the program to be effective for the following Fall semester.

2. Submission Process

Materials must first be submitted to the Office of the Associate Dean of Graduate Studies (105 Sparks) as Word or pdf files. All proposals require a full set of signatures on the program proposal form before they can be forwarded to the graduate school. After internal review and consultation, the proposal will be forwarded to the graduate school and ultimately the Graduate Council. As of March 2020, proposals may be submitted electronically as PDF attachments via email to the graduate school [Dean's office listserv](#) (rather than submitting them via paper to the Dean's office).

Proposals to create IUG degree program require the following:

- A program change proposal for the graduate degree program to be submitted for review/approval through the Graduate Council review process. The accompanying cover form for this proposal can be found here: <http://gradschool.psu.edu/forms-and-documents/to-be-sorted/graduate-council-program-option-or-minor-proposal-form/>. An ACGE prospectus is NOT required for the graduate component of an IUG.

- A similar (but not identical) program change proposal for the undergraduate degree program must be submitted to be reviewed/approved by the Faculty Senate, including an ACUE prospectus
- The graduate program change proposal should not include undergraduate-specific information (i.e., signatures from undergraduate education administrators of Undergraduate Bulletin descriptions, for example)

3. Graduate Side Requirements

The Graduate School prefers that students admitted to an IUG program complete as many credits for the undergraduate portion of the program as possible before completing credits for the graduate portion of the program, i.e., 4+1-model, and not encourage integrated completion except in instances where a course will count for both undergraduate and graduate credit. This is meant to protect students in a situation where they must withdraw from the IUG program. Students must be advised to complete their undergraduate degree requirements first so if they need to withdraw, they can still graduate with their undergraduate degree. No more than 12 credits can be applied to both the undergraduate and graduate degree of the IUG program.

As stipulated by current Graduate Council Policy, the graduate proposal for the IUG must address the following points (refer to [GCAC-210 Integrated Undergraduate-Graduate \(IUG\) Degree Programs](#)):

- **Time of admission to the program:** Studies are to be admitted to the IUG program no earlier than the third semester of undergraduate study at Penn State (regardless of transfer or AP credits prior to enrollment) and no later than the end of the second week of the semester preceding the semester of expected conferral of the undergraduate degree.
- **Graduate admission:** Students must apply to and meet admission requirements of the Graduate School, as well as the graduate program in which they intend to receive their master's degree.
- **Plan of study:** In consultation with an adviser, students must prepare a plan of study appropriate to the integrated program in which they intend to participate. The plan would cover the entire time period of the integrated program, and it should be reviewed periodically with an adviser.
- **Advising:** Students must present their plan of study in person to the head of the graduate program or the appropriate committee overseeing the integrated program prior to being admitted to the program.
- **Sequence of courses:** Students should be advised to fulfill basic undergraduate requirements first so that if, for some reason, they cannot continue in the integrated program they will be able to receive their undergraduate degree without a significant loss of time.
- **Reduced course load:** As many as 12 of the credit required for the master's degree may be applied to both undergraduate and graduate degree requirements. A minimum of 50 percent of the courses proposed to count for both degrees must be at the 500 or 800 level. The graduate thesis or other graduate culminating/capstone experience (including any associated credits and/or deliverables) may not be double counted towards any other degree. If the thesis or culminating/capstone experience is recognized as meeting

requirements for the undergraduate degree, it will not be recognized and cannot be used to meet requirements for the graduate degree.

4. Undergraduate Side Requirements

For the undergraduate component of the proposal, the submitting department must submit the Liberal Arts P-1 Proposal form to obtain approval from the Administrative Council on Undergraduate Education (ACUE), which can be found at this link: <https://sites.psu.edu/lauscurriculum/p1-form/>. The Office of the Associate Dean for Undergraduate Studies will review the proposal, and pending approval, will forward the proposal to ACUE for final approval. Once ACUE has approved the IUG request, they will send a prospectus memo to the submitting department via the Associate Dean of Undergraduate Studies. After the department has received the approved ACUE prospectus memo, they must complete the Major Options or Minor Proposal Form at: <https://senate.psu.edu/curriculum/major-options-or-minor-proposal-form/> and the Costing Analysis Form at: <https://senate.psu.edu/curriculum/costing-analysis-form/>, obtain the signatures of the Department Head, and submit these forms to the official of the Associate Dean for Undergraduate Studies, along with any additional documentation stated on the form. It will then be reviewed by the College Representative of the SCCA, and if approved, will be sent to the Dean of the College of the Liberal Arts for final college review/approval. If the Dean approves the proposal, the Office of the Associate Dean for Undergraduate Studies will forward it to the University Curriculum Coordinator/Office of the Faculty Senate for final university review/approval. Unlike other program proposals, IUG proposals are not submitted through <https://curriculum.psu.edu>.

5. Documents

The following helpful documents should be reviewed.

Additional information about the structure and policies involving IUGs at the graduate-level: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-210-integrated-undergraduate-graduate-degree-programs/>

Critical notes on graduate program development and requirements: <http://gradschool.psu.edu/faculty-and-staff/faculty/developing-graduate-program-proposals/>

Faculty Senate listing of IUG programs and resources: <http://senate.psu.edu/curriculum/integrated-undergraduategraduate-degree-programs/>