



Bachelor's-To-Master's Handbook

Approved on October 2019

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G-6.400/APH 2.345 BACHELOR'S TO MASTER'S PROGRAMS

- I. Departments may establish accelerated Bachelor's to Master's programs, in which qualified undergraduate students are allowed to take graduate courses that count toward undergraduate majors while earning credit toward a graduate degree.
- II. Application to the program may be made after a student has earned 75 undergraduate credit hours, with the exception of students enrolled in the Doctor of Pharmacy program at Concordia University, Wisconsin, who can apply after earning 64 credit hours.
- III. To begin the program, students must earn at least 90 hours of undergraduate credit, and have a GPA of at least 3.3, with the exception of students enrolled in the Doctor of Pharmacy program at Concordia University, Wisconsin who have earned a GPA of at least 3.0.
- IV. Students may take no more than 6 hours of graduate hours per semester.
- V. Students may register for no more than 15 total hours per semester.
- VI. Students may count no more than 12 hours toward requirements in both graduate and undergraduate programs (double-dipping).
- VII. Students may earn no more than 18 total graduate hours while an undergraduate

What Does the Policy Above Mean to a Student?

- Once an undergraduate student completes 75 undergraduate credit hours and has earned at least a 3.3 cumulative GPA, the student can apply to a Bachelor's to Master's program (list of BTM programs can be found on pp. 7-10 of this document and the application on page 11)
- A student cannot begin taking graduate courses until the student has completed 90 credit hours and the student's cumulative GPA is at least a 3.3.
- As the student, Faculty Advisor, and the applicable Graduate Program Director are putting a student's schedule together for the semesters in which the student will be taking both graduate and undergraduate courses, the student needs to be aware of the following:
 - The student cannot be registered for more than 6 graduate credit hours each semester
 - The total credit hours between undergraduate and graduate that a student enrolls in for a semester cannot go above 15 credit hours.
 - While most students in a BTM program take 12 graduate credit hours as an undergraduate, students do have the potential of earning up to 18 graduate credit hours. Generally, the only ways that a student in a BTM program can earn 18 graduate credit hours while still staying in the parameters outlined above are:
 - The student needs to have an additional semester to meet undergraduate requirements; or
 - The student elects to take graduate courses in the summer after completing 90 undergraduate credit hours. However, the student needs to be aware that undergraduate financial aid does not cover courses taken in the Summer, thus the student would be paying out-of-pocket by taking a graduate course in the Summer while an undergraduate student.

Bachelors to Masters Student Process

- **Step 1:** Student expresses interest in applying for an approved Bachelor's-to-Master's (BTM) program and contacts applicable Graduate Program Director for the BTM Manual (contact information found on p. 14 below),
- **Step 2:** Applicable Graduate Program Director provides the student with the BTM Manual that includes the related Academic Policy, procedure for enrollment, Application, and Bachelor's to Master's Registration form.
- **Step 3:** Applicant finishes the application to the BTM program and submits it to the applicable Graduate Program Director.
 - If the student meets the requirements for admission as set out in APH 2.345:
 - The Program Director will send the application to the following for signature: a) applicant's Faculty Advisor; and b) applicant's Undergraduate Department Chair.
 - If the student does not meet the admission requirements under APH 2.345:
 - The student must submit an appeal to the applicable Graduate Program Director.
 - The Graduate Program Director and the Full-Time Faculty in the applicable Undergraduate Department will review the application and appeal to make a recommendation to the Provost based on their knowledge of the student's academic ability.
 - The Graduate Program Director will then submit the student's application, appeal, and the recommendation by the Full-Time Faculty in the applicable undergraduate department to the Provost for review to determine if an exception to the APH 2.345 should be made for the student .
 - If the student's appeal is granted by the Provost, the Program Director will proceed with Step 4 directly below. If the student's appeal is not granted by the Provost, the Graduate Program Director will communicate that decision to the student and invite the student to apply again once the student has met the requirements outlined in APH 2.345.
- **Step 4:** If the student is accepted into the BTM program, the Program Director will complete the BTM Registration Form (pp. 12-13 below) that will include the list of both undergraduate and graduate courses that the student will be registered for while a BTM student. The Program Director will then send the Registration Form to the following for signature: a) applicant's Faculty Advisor; b) applicant's Undergraduate Department Chair; c) Dean of the applicable College; d) Director of Financial Aid; e) Graduate Registrar; f) Undergraduate Registrar; g) Associate Director of Athletics (if applicable); and h) Director of Global Opportunities (if applicable).
- **Step 5:** Upon approval of the BTM Registration form, the Graduate Registrar will register the BTM student for the applicable graduate courses listed on the BTM Registration form. The student will register for remaining Undergraduate courses in collaboration with the student's Undergraduate Faculty Advisor. Should the schedule for graduate courses change, or should the student need to deviate from the original BTM Registration form above, the Graduate Program Director will need to complete a new BTM Registration form and sent it to the same individuals listed in Step 4 above.
- **Step 6:** Once the BTM student graduates with an undergraduate degree, the student will have the opportunity to apply to be a full-time student in the applicable graduate program based on the criteria set out in the Graduate Catalog. The BTM student must select the BTM section of the application to trigger the Enrollment team to ensure the completed graduate courses are included in the Student Education Plan (SEP) that is developed upon enrollment.

Suggested Bachelors to Masters of Advising Process for Undergraduate Faculty

- **Upon completion of 60 credit hours, and meeting a 3.3 cumulative GPA:**
 - Advisors may notify students that if they maintain a 3.3, or higher, after completing 90 credit hours they may consider a Bachelors to Masters (BTM) program.
 - Advisors may intend on meeting with potential candidates to plan appropriate courses delay for the BTM program based on student future goals and anticipated graduate course availability during the registration process.
 - The Graduate Program Director can also meet with undergraduate students if needed.
 - Students who express high interest and/or are recommended by their advisor, should have their names given to the Graduate Program Director for documentation.
- **Upon completion of 75 credit hours and maintenance of 3.3 cumulative GPA:**
 - Advisors may notify students if they are eligible to submit an application to a BTM program.
 - Faculty Advisors may schedule a meeting with potential candidates to plan out appropriate courses to be delayed for the BTM program based on student's future goals and anticipated graduate course availability during the registration process. Faculty Advisors can review the approved BTM programs on pp. 7-10 below to determine applicable graduate course substitutes and speak with the applicable Graduate Program Director for course availability.
 - Faculty Advisors may have their advisees meet with the applicable Graduate Program Director to learn more about the program and the requirements of Graduate work.
 - Students should apply to be a BTM student using the BTM Application Form (p. 11 below). This form may be completed and circulated electronically.
 - After the student is accepted into a BTM program, the Faculty Advisor should direct the student to meet with the applicable Graduate Program Director to have the BTM Registration Form completed (pp. 12-13 below). Upon completion of the BTM Registration form, the Graduate Program Director will submit the form to applicable parties.
- **Upon completion of 90 or more credit hours and acceptance into the program**
 - Students who have been accepted into an approved BTM program and whose BTM Registration form has been approved will be registered by the Graduate Registrar for Graduate courses for the upcoming semester in addition to remaining undergraduate courses through their Faculty Advisors. For instance, if a BTM student enrolls in two MBA courses for the upcoming semester, the BTM student will need to work through the Faculty Advisor the remaining undergraduate courses that the student needs to enroll in to meet remaining undergraduate degree requirements.
 - Students who have not yet applied to be part of a BTM program and who meet the minimum 3.3 cumulative GPA requirements can still apply, and potentially be accepted, prior to the beginning of the upcoming semester so that they can still start Graduate courses at that time depending on graduate course availability.

Federal regulation for F-1 visa students regarding online courses

Federal Regulation: 8 C.F.R. § 214.2(f)(6)(i)(G)

For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted if taken on-line or through distance education in a course that does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward classroom hours or credit.

Considerations in practice for F-1 international students

- When a non-U.S. citizen is approved for an F-1 student visa to come to the United States to study full-time as a student, the U.S. government requires that F-1 international student be enrolled in a program that is a traditional face-to-face program. For instance, a student with an F-1 visa cannot reside in the U.S. and enroll in an undergraduate or graduate program that is entirely online. A student could complete that program by residing in their home country and not need to be in the United States.
- At this time, F-1 international students can only apply to (and be enrolled in) Concordia's traditional undergraduate programs or the MBA program (where at least 50% of the MBA coursework can to be taken face-to-face).
- F-1 students are limited in taking only one online class per semester. If a student chooses to enroll in an online course during an eight-week session within a semester, all other courses that semester must be face-to-face courses.
- Advisors and international students on F-1 visas can direct questions to the Director of Global Opportunities (Primary Designated School Official) for clarification to make sure students are not taking actions that could jeopardize their visa status and ability to continue their studies in the U.S.

Approved Bachelor's-To-Master's Programs

B.S. Business Administration and Master of Business Administration

B.S. Business Administration	Master of Business Administration equivalents
BUS 122 Managerial Accounting	MBA 513-Accounting: Financial Analysis for Decision-Making
ECON 102-Principles of Microeconomics	MBA 560-Managerial Economics
BUS 261-Marketing or BUS 362 Advertising & Integrated Marketing	MBA 550-Strategic Marketing
BUS 281-Business Communication OR CTA 203-Communication Theory	MBA 531-Effective Decision-Making and Communication
BUS 300-Business Law	MBA 505-Ethical and Legal Environment of Business
BUS 331-Finance	MBA 530-Corporate Finance
BUS 343-Operations Management	MBA 551-Operations Management
BUS 351-Human Resource Management	MBA 610-Human Resource Management
BUS 443-Organizational Behavior	MBA 525-Leadership and Organizational Behavior

B.A. in Recreation and Sports Studies and Master of Business Administration

B.A. in Recreation and Sports Studies	Master of Business Administration equivalents
BUS 122 Managerial Accounting	MBA 513-Accounting: Financial Analysis for Decision-Making
ECON 102-Principles of Microeconomics	MBA 560-Managerial Economics
BUS 261-Marketing or BUS 362 Advertising & Integrated Marketing	MBA 550-Strategic Marketing
BUS 281-Business Communication OR CTA 203-Communication Theory	MBA 531-Effective Decision-Making and Communication
BUS 300-Business Law OR HHP 495 Legal Aspects of Exercise, Rec & Sport <i>*must gain approval from HHP Department Chair for substitution of MBA 505 for HHP 495.</i>	MBA 505-Ethical and Legal Environment of Business
BUS 331-Finance	MBA 530-Corporate Finance
BUS 343-Operations Management	MBA 551-Operations Management
BUS 351-Human Resource Management	MBA 610-Human Resource Management
BUS 443-Organizational Behavior	MBA 525-Leadership and Organizational Behavior

B.S. in Public Health and Fitness and the Public Health Minor and the Master of Public Health and Master of Healthcare Administration

B.S. in Public Health and Fitness and Public Health Minor (Only available for on-ground students)	Master of Public Health and Master of Healthcare Administration equivalents
HHP 386 Adult and Senior Health	GERO 500 Issues in Gerontology & Aging ● <i>MHA Gerontology Concentration</i>
HHP 425 Health Policy and Management	● MPH 525 Health Policy and Management ● HADM 525 Healthcare Policy
HHP 482 Applied Epidemiology	MPH 510 Applied Epidemiology ● <i>Part of both MPH and MHA programs</i>
HHP 484 Community Health	MPH 584 Community Health ● <i>Part of both MPH and MHA programs</i>
HHP 486 Critical Issues in Health	MPH 586 Public Health Ethics
HHP 488 Health Promotion and Programming	MPH 585 Programming & Evaluation in Public Health
HHP 489 Global Health	MPH 589 Global Health

**B.S. in Healthcare Management and Master of Business Administration,
Master of Public Health and Master of Healthcare Administration**

B.S. in Healthcare Management (Only available for Online Students)	Master of Business Administration, Master of Public Health, and Master of Healthcare Administration equivalents
BUS 121 Financial Accounting	MBA 513-Accounting: Financial Analysis for Decision-Making
HGMT 121 Healthcare Economics	MBA 560 Managerial Economics
HGMT 210 Healthcare Quality Management	<ul style="list-style-type: none"> ● HADM 520 Health Outcomes & Quality Improvement ● MBA 551 Operations Management ● MPH 525 Health Policy and Management
HGMT 220 Leadership & Direction in the Administration of Health Services	<ul style="list-style-type: none"> ● HADM 505 Management of Healthcare Organizations ● MBA 525 Leadership & Organizational Behavior ● MPH 543 Leadership and Organizational Management in Healthcare
HGMT 261 Marketing and Strategic Planning for Healthcare Organizations	<ul style="list-style-type: none"> ● HADM 535 Strategic Management of Healthcare Organizations ● MBA 550 Strategic Marketing ● MPH 588 Marketing Public Health
HGMT 300 Legal Aspects of Healthcare	<ul style="list-style-type: none"> ● HADM 530 Health Law & Ethics ● MBA 505 Legal and Ethical Environment of Business
HGMT 331 Financial Management of Health Service Organizations	<ul style="list-style-type: none"> ● HADM 510 Healthcare Financial Management I ● HADM 512 Healthcare Financial Management II ● MBA 530 Finance ● MPH 546 Public Health Finance
BUS 351 Human Resource Management	<ul style="list-style-type: none"> ● MBA 610 Human Resources ● MPH 548 Human Resource Management in Health Care
HGMT 371 Health Information Management	HADM 520 Health Outcomes & Quality Improvement
HGMT 400 Ethics for Healthcare Managers.	<ul style="list-style-type: none"> ● HADM 530 Health Law & Ethics ● MPH 560 Public Health Ethics ● MBA 505 Legal and Ethical Environment of Business

B.S. in Healthcare Management (Only available for Online Students)	Master of Business Administration, Master of Public Health, and Master of Healthcare Administration equivalents
HGMT 403 Introduction to Gerontology and Mental Health	GERO 500 Issues in Gerontology & Aging ● <i>MHA Gerontology Concentration</i>
HGMT 425 Public Health Administration	● HADM 530 Health Law and Ethics ● MBA 505 Legal and Ethical Environment of Business
BUS 443 Organizational Behavior	● MBA 525 Leadership & Organizational Behavior ● MPH 543 Leadership and Organizational Management in Health Care
HGMT 484 Community Healthcare.	MPH 584 Community Health
	● HADM 535 Strategic Management of Healthcare Organizations ● MBA 690 Strategic Management ● MBA 525 Leadership & Organizational Behavior

B.A in Psychology and M.A. in School Counseling

B.A. in Psychology	M.A in School Counseling
PSY 341 Group Techniques	COU 515 Group Theory & Counseling
PSY 445 Abnormal Psychology	COU 550 Abnormal Psychology

Students admitted to the BTM program may also enroll in the courses below as an Undergraduate Student, but they will strictly count towards graduate credit and not for Undergraduate Major nor elective requirements:

- COU 501 Foundations of School Counseling
- COU 502 Ethical and Legal Issues in School Counseling
- COU 503 Counseling Diverse Populations
- COU 510 Counseling Techniques & Theories
- COU 515 Group Theory & Counseling
- COU 550 Abnormal Psychology

Bachelor's to Master's Program Application

Completed by the student

General Instructions

- The student must first review the Bachelor's To Master's Handbook to determine the following:
 - Minimum requirements for acceptance
 - The courses from the applicable graduate program that could apply for the student's undergraduate requirements
 - The academic policies that dictate the maximum amount of graduate credit hours that can count towards the student's undergraduate requirements and
 - The maximum amount of total credit hours in which the student can be registered in a semester while enrolled in a BTM program.
- This application form must be completed by the student, the student must receive his or her Faculty Advisor's approval through a signature, and the student then must submit the completed form to the applicable Graduate Program Director.

Required Application Information

Student Name: _____

J#: _____

Total Undergraduate Credit Hours completed at time of application: _____

Undergraduate Major _____

Graduate Program Desired (check one): MBA _____ MPH _____ MHA _____ MASC _____

Undergraduate semester in which you plan to begin graduate coursework: _____

Anticipated Undergraduate Credit Hours completed at the start of the semester when you plan to begin graduate coursework: _____

Date (Month and Year) in which you anticipate graduating with undergraduate degree: _____

Required Signatures

Student Date

Undergraduate Advisor Signature Date

Bachelor's to Master's Program Registration Form

Completed by Applicable Graduate Program Director

Student Name: _____

J#: _____

Total Undergraduate Credit Hours completed at time of application _____

Undergraduate semester that student will begin graduate coursework _____

Anticipated Undergraduate Credit Hours completed at the start of the above semester _____

Undergraduate Graduation Date _____

Date of Acceptance into Bachelor's to Master's Program _____

Is the student a student-athlete? Yes _____ No _____

Is the student in the United States on an F-1 Visa? Yes _____ No _____

Graduate Program (check one): MBA _____ MPH _____ MHA _____ MED _____

Graduate Course #1	Graduate Course #2	Graduate Course #3	Graduate Course #4
Semester (Insert Year) Fall _____ Spring _____	Semester (Insert Year) Fall _____ Spring _____	Semester (Insert Year) Fall _____ Spring _____	Semester (Insert Year) Fall _____ Spring _____
Session (Check One) Fall A _____ Fall B _____ Spring A _____ Spring B _____	Session (Check One) Fall A _____ Fall B _____ Spring A _____ Spring B _____	Session (Check One) Fall A _____ Fall B _____ Spring A _____ Spring B _____	Session (Check One) Fall A _____ Fall B _____ Spring A _____ Spring B _____
Graduate Course Number (ex. MBA 525) _____	Graduate Course Number _____	Graduate Course Number _____	Graduate Course Number _____
Course Registration Number (CRN) _____	Course Registration Number (CRN) _____	Course Registration Number (CRN) _____	Course Registration Number (CRN) _____
Modality Online _____ Face-To-Face _____	Modality Online _____ Face-To-Face _____	Modality Online _____ Face-To-Face _____	Modality Online _____ Face-To-Face _____
Undergraduate Course Number for Substitution (ex. BUS 443) _____	Undergraduate Course Number for Substitution _____	Undergraduate Course Number for Substitution _____	Undergraduate Course Number for Substitution _____

Required Signatures

Undergraduate Faculty Advisor

Date

Undergraduate Department Chair

Date

Applicable College Dean for Undergraduate Program

Date

Applicable College Dean for Graduate Program

Date

Director of Financial Aid

Date

Associate Director of Athletics (if applicant is a student-athlete)

Date

Director of Global Opportunities (if applicant is on a F-1 Visa)

Date

Graduate Registrar

Date

Bachelor's To Master's Program Contact Information

- MBA Program Director: Dr. Shannon Leinen, shannon.leinen@cune.edu, 402-643-7376
- MHA Program Director: Dr. Tirizia York, Tirizia.york@cune.edu, 404-384-6190
- MASC Program Director: Jessica Brashear, Jessica.brashear@cune.edu, 402-740-8448
- Dean of the College of Business & Interim MPH Program Director:
 - Jonathon Moberly, Jonathon.moberly@cune.edu, 402-643-7430
- Dean of the College of Education, Health, & Human Sciences:
 - Dr. Lorinda Sankey, Lorinda.sankey@cune.edu, 402-643-7385
- Graduate Registrar: Julie Trost, Julie.trost@cune.edu, 402-643-7264