

## Honors Tutorial College B.A./M.A. and B.S./M.S. Combined Degrees

As a student in the Honors Tutorial College you may pursue work toward a combined B.A./M.A. or B.S./M.S. degree if you take the following steps:

\_\_\_\_ 1. *Make an appointment to see your Director(s) of Studies.* Be prepared to thoroughly discuss with your Director(s) your goals and reasons for wanting to pursue the combination degree. You should emerge from this conversation with a clear understanding concerning two subjects: 1. How an M.A. or M.S. fits into your future educational and professional plans; and 2. The academic requirements and the qualitative expectations associated with pursuing an M.A. or M.S. Obtain the signature of your Director(s) on the attached form.

\_\_\_\_ 2. *Make an appointment to see the Graduate Chair in the academic department where you intend to pursue your master's degree.* Discuss with him/her all aspects of the master's program to be sure you are making a sound decision in accordance with your academic goals and abilities. Also make sure to inquire about graduate fellowships, teaching assistantships, and/or stipends. Obtain the signature of the Graduate Chair on the attached form.

\_\_\_\_ 3. *Make an appointment to see the Assistant Dean of the Honors Tutorial College.* Discuss with her/him the recommendations made by your Director(s) and the Graduate Chair. Obtain the signature of the HTC Assistant Dean on the attached form.

\_\_\_\_ 4. *Review your DARS for any graduate courses already taken that need to be changed from undergraduate to graduate in order to count toward your graduate degree.* If there are such courses, complete the form entitled "**Undergraduate for Graduate Credit Application, Honors Tutorial College**" available in the college office or on the Graduate College web site under "Forms".

\_\_\_\_ 5. *Complete a graduate application* (available online at the Graduate College website, [www.ohio.edu/graduate](http://www.ohio.edu/graduate)). Your application will be reviewed by the academic department, which will make the initial recommendation to admit or reject. This recommendation may be subject to further review by the college in which the department or school is housed. A copy of the HTC Early Admission to Graduate Study Form should accompany your application. The department will forward a Form 1/Admission Recommendation through regular process.

***Please be aware that:***

- Obtaining the signature of the Graduate Chair on the HTC Early Admission to Graduate Study Form does not **guarantee** admission to the M.A. or M.S. program. Graduate admission decisions generally involve the participation of a faculty committee who will review your DARS, letters of recommendations, and other required admission material.
- If admitted, your student status will change from undergraduate to graduate. This means you will be eligible for graduate awards and stipends. PLEASE NOTE: you may choose to continue receiving your undergraduate scholarships OR you may choose to receive graduate awards and stipends. **You may not receive both.**
- If admitted, you will have two DARS reports: an undergraduate DARS from the Honors Tutorial College and a graduate DARS from your graduate program.
- If as an undergraduate you have taken graduate courses necessary to get your M.A. or M.S., these courses **will** count toward your master's requirement but must be recoded as graduate credit courses. This requires submission of the form "Undergraduate for Graduate Credit Application – Honors Tutorial College" available on the Graduate College website or from the HTC office. In pursuing coursework for the combined B.A./M.A. or B.S./M.S. option, you should not use the "Senior for Graduate Credit" form.

## Early Admission to Graduate Study

### Honors Tutorial College

Please fill out the requested information and obtain the necessary signatures. When the form is completed make the appropriate number of copies and distribute them to your Director(s) of Studies, the Honors Tutorial College, and the Graduate College. ***(PLEASE NOTE: In addition to these copies, if your masters degree will be through the College of Arts & Sciences, a copy of this form must be submitted to that college's office.)***

Name: \_\_\_\_\_

Student Identification Number: P \_\_\_\_\_

Current HTC Program (s) of Study: \_\_\_\_\_

List all of the Ohio University Undergraduate Scholarships (name and award amounts) you currently receive.

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#### 1. Director(s) of Studies

I had the opportunity to thoroughly discuss with the student the implications, expectations, and requirements associated with pursuing an M.A. thesis. On the basis of this conversation and my knowledge of the academic abilities of the student, I recommend that the student be allowed to pursue admission to the B.A./M.A. or B.S./M.S. option.

DOS Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

DOS Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

#### 2. Graduate Chair

I had the opportunity to thoroughly discuss with the student the implications, expectations, and requirements associated with pursuing an M.A. thesis. On the basis of this conversation and my knowledge of the academic abilities of the student, I recommend that the student be allowed to pursue admission to the B.A./M.A. or B.S./M.S. option.

Graduate Program \_\_\_\_\_

Graduate Chair Signature \_\_\_\_\_ Please print name \_\_\_\_\_ Date \_\_\_\_\_

#### 3. Assistant Dean, Honors Tutorial College

I had the opportunity to thoroughly discuss with the student the implications, expectations, and requirements associated with pursuing an M.A. thesis. On the basis of this conversation and my knowledge of the academic abilities of the student, I recommend that the student be allowed to pursue admission to the B.A./M.A. or B.S./M.S. option.

Assistant Dean Signature \_\_\_\_\_ Please print name \_\_\_\_\_

Date \_\_\_\_\_

**Form return options** – Send email and attachment to [graduate@ohio.edu](mailto:graduate@ohio.edu) or mail to

Graduate College | Grosvenor Hall 102 | Ohio University | Athens, OH 45701-2979 USA

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