

MSE Admission Form: Five-Year BS/MS Program

Year of Undergraduate Catalog you are following _____

*(Please indicate Major and Catalog Year. *Catalog Year must be 2011-2012 or later.)*

Qualified students may take up to **9 hours** of approved graduate courses for their departmental and technical electives and have them count toward both their bachelor's and master's degrees at the University of Tennessee.

Student Name (Print) _____ GPA _____

Student ID Number _____ Required Course Hours Completed _____

Intended date of baccalaureate degree (semester/year) _____

CHECK ALL PROGRAMS YOU ARE INVOLVED IN:

_____ Engineering Honors _____ Chancellor Honors _____ Haslam Scholars

Student Signature: _____ Date: _____

Departmental Approval: _____ Date: _____

The following graduate courses have been approved for both the BS and MS degrees.

Semester/ Year	Course Number	Section Number	Departmental Approval/Date	Graduate Approval/Date	College Approval/Date

DEPARTMENTAL REQUIREMENTS:

- Students must have an overall GPA of at least 3.4 to be admitted to the program.
- Conditional admission may be granted after completing 60 hours of required course work while full admission is granted after completing 90 hours of required course work with a minimum overall GPA of 3.4 in required course work.
- Students must at least have conditional admission before taking graduate courses for both their bachelor's and master's degrees.
- All courses taken for graduate credit must be approved by the departmental chair of the program. Students admitted to the program must request permission from the Graduate School to take approved courses for graduate credit. Students admitted to the program must also follow the normal procedure for admission to Graduate School.
- Admission of students into this program must be approved by the department and the Graduate School.

IMPORTANT INFORMATION FOR THE STUDENT

1. You must meet with the director of the 5 year BS/MS program in your department to insure you meet the departmental requirements for admission to the 5 year program. The upper portion of the Admission Form is filled out by the student and signed by the director.
2. Each semester you intend to take a course for graduate credit and have it count toward your BS degree, you must meet with the director for approval of the graduate course to count toward your MS degree. This must be done at the beginning of the semester you are taking the course.
3. The signed form is then submitted by the department to the Graduate School (Dr. Kay Reed) for approval. After approval, Dr. Reed will insure you are receiving graduate credit for the course; however, this can occur only after you have registered for the course. Dr. Reed will send copies of the signed form to the department and college. The college will then enter the course into DARS. This process must be followed each semester a graduate course is taken in the 5 year program to allow the course to count for both undergraduate and graduate credit.
4. You must follow the normal procedure for admission to the Graduate School (i.e., admission to the 5 Year BS/MS Program does not automatically admit you to Graduate School).
5. Please be aware that this program is designed for students pursuing their MS degree at UT. Other universities may not accept these courses for graduate credit since they were used to satisfy requirements for the BS degree.

DEPARTMENTAL PROCESS

1. The departmental chair of the 5 year BS/MS program meets with the student to confirm that the departmental requirements are met. The student does not need to be admitted to the program before he/she is ready to begin taking graduate courses. The Graduate School requires an undergraduate student to be a senior (90 or more hours) in order to take a graduate course for graduate credit while an undergraduate.
2. The student must meet with the chair each semester for approval of the course(s) he/she intends to take for graduate credit and have it count toward the BS degree for departmental approval. This must be done at the beginning of the semester the student is taking the course.
3. The signed form is then submitted by the department to the Graduate School (Dr. Kay Reed) for approval with a copy to the college (Angela). After approval, Dr. Reed will insure the student is receiving graduate credit for the course. Dr. Reed will send copies of the signed form to the department and college.
4. The college will approve the course and have it entered into DARS as well as sending a copy to the Registrar. It is recommended that electronic copies be used to insure documentation of the process. This process must be followed each semester a graduate course is taken in the 5 year program to allow the course to count for both undergraduate and graduate credit. Of course, multiple courses taken the same semester can be put on a single form.