

Saint Louis University
College of Arts & Sciences

Accelerated Bachelor's/Master's Programs: Student Guidelines & Procedures

1. To apply for conditional acceptance to the ABM program, complete the application form available on the CAS website Student Resources [page](#). Click on the blue “Undergraduate Student Resources” bar to see the forms. ***Do not apply through Graduate Admissions.***
2. Upon conditional admission to the ABM program, your Banner records will be coded to reflect your educational goal of pursuing the accelerated program. However, you will remain classified as an undergraduate for the purposes of financial aid and scholarships until your bachelor's degree is awarded.
3. You are not required to complete the “Petition by an Undergraduate to Enroll in Graduate Coursework” to enroll in graduate courses. Instead, complete a change of registration form for any graduate courses to be taken. **Note in the Comments section that you are in the ABM program.** Have your form signed by your graduate program coordinator or department chair. Send the signed form (a scanned copy is fine) to the Associate Dean of Graduate Affairs in the College who will enter a registration override code and will notify you by email that you may register for the desired graduate course(s). ***Do not ask your departmental staff to register you for graduate courses.***
4. A maximum of six hours of graduate-level coursework may count toward both your bachelor's and master's degrees.
5. Graduate courses beyond the two that double-count may be taken during your undergraduate career but they can count toward the master's degree only if ALL of the following conditions are met: (a) credit hours earned are in excess of the total number needed for the BA/BS; (b) the course is not used to satisfy any requirement of your undergraduate degree; and (c) you successfully petition for classified admission to the master's program.
6. All graduate coursework will be credited toward your undergraduate program until your BA or BS degree is conferred. You must earn at least a ‘B’ in graduate courses taken as an undergraduate to maintain eligibility to advance to the master's level following conferral of your bachelor's degree.
7. Undergraduate courses at the 4000-level cannot be double-counted toward both UG and GR degrees. They may be eligible for *transfer* to the master's program following conferral of the BA/BS degree, but only if ALL of the following conditions are met: (a) they are in excess of the total number of credits needed for the BA/BS; (b) they were not used to satisfy any requirement of the undergraduate program; (c) the course was not dual-listed at the graduate level; and (d) a minimum grade of ‘B’ was earned in the course.
8. Any incomplete or missing grades must be corrected before you can advance to the master's program.
9. After you apply for graduation in the final semester of your BA/BS degree, you must submit a petition for classified admission to the graduate program.
 - On the petition, list the graduate course(s) to be credited to both your undergraduate and graduate programs (6 credits maximum). Double-counting of these courses will have no effect on your undergraduate GPA.
 - List any graduate (or 4000-level) coursework in excess of the total hours required for your BA/BS that is eligible for transfer to the master's program. *Transfer of credits to the master's may potentially impact the GPA (negatively or positively) since these credits can apply to only one degree program.*
 - You may not take coursework beyond the baccalaureate until your admission petition is approved by the associate dean.