This template is to be used to propose a new official concurrent master’s degree combination. The proposal template should be completed in full and submitted to the Graduate Program Services office in the Graduate College [mailto: [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu)]. Concurrent programs **may not** be advertised, or be included in the list of offerings, until approval from the Graduate College is received.

**Definition and minimum requirements:**

A student may pursue concurrent master’s degrees with prior written approval from the head of the academic unit for each degree program and the Graduate College. A separate online application is required for each degree program. A maximum of 20 percent of the minimum total semester hours for the completion of both degrees may be common hours shared between the Plans of Study. The total number of hours common to both degree programs may vary from this maximum value only when the Graduate College has formally approved coordinated degree programs.

Coursework common to both programs must constitute a well-planned and meaningful part of each of the programs and may only include coursework completed after admission to both degree programs. In all cases, the guidelines below must be followed:

1. The student must be enrolled in both programs each fall and spring semester to maintain continuous enrollment or must submit a Request to Maintain Continuous Enrollment form. A Graduate College approved Request applies to both degree programs; students may not be registered for coursework in either program.
2. Graduate credit transferred from another institution may be applied toward only one degree program.
3. Culminating experiences (e.g. capstone courses, theses, applied projects, portfolios) and comprehensive examinations cannot be shared between concurrent degree programs.
4. The six year maximum time limit for completing degree requirements and graduation apply to each concurrent degree individually.

**Please note:** When a concurrent program is offered by more than one college or school, students will be enrolled in both colleges/schools and will be subject to the requirements of each college and school in regards to program fee and academic standing rules.

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| **Program 1 Information:** *This is the primary program that will maintain the supplemental application. Please work with the contact of program 2 on what will be agreed upon for the supplemental application.* ***If including concentrations, please fill out Appendix I. Appendix I will be removed from the proposal if there are no concentrations included in this concurrent request.*** | | | | | | | | | | | | | | | | | | | | | |
| **College/School/Institute:** | | | | | | | | |  | | | | | | | | | | | | |
| **Department/Division/School:** | | | | | | | | |  | | | | | | | | | | | | |
| **Degree type:** | | | | | | | | |  | | | | | | | | | | | | |
| **Name of degree program (major):** | | | | | | | | | Major | | | | | | | | | | | | |
| **Plan code:** | | | | | | | | |  | | | | | | | | | | | | |
| **Is a program fee associated with this program?** | | | | | | | | |  | | | | | | | | | | | | |
| **Delivery method:** | | | | | | | | |  | | | | | | | | | | | | |
| **Delivery method and campus or location options:** *select all locations where the program is currently offered* | | | | | | | | | | | | | | | | | | | | | |
|  | Downtown Phoenix |  | | [Polytechnic](http://www.asu.edu/colleges/polytechnic.html) |  | | [Tempe](http://www.asu.edu/colleges/tempe.html) |  | | Thunderbird | |  | | [West](http://www.asu.edu/colleges/west.html) | |  | Online | | Other: |  | |
| **Proposal Contact** | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | | |  | | | | | | | | **Title:** | |  | | | | | | | | |
| **Phone number:** | | |  | | | | | | | | **Email:** | |  | | | | | | | | |
| **ACADEMIC UNIT APPROVAL** | | | | | | | | | | | | | | | | | | | | | |
| This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation. | | | | | | | | | | | | | | | | | | | | | |
| **Academic Unit Chair/Director name:** | | | | | |  | | | | | | | | | | | | | | | |
| **Signature:** | | | | | |  | | | | | | | | | **Date:** | | | /  /20 | | |  |

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| **DEAN APPROVAL** | | | | |
| This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation. | | | | |
| **College/School/Division Dean name:** |  | | | |
| **Signature:** |  | **Date:** | /  /20 |  |

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| **Program 2 Information:** | | | | | | | | | | | | | | | | | | | | | | |
| **College/School/Institute:** | | | | | | | | |  | | | | | | | | | | | | | |
| **Department/Division/School:** | | | | | | | | |  | | | | | | | | | | | | | |
| **Degree type:** | | | | | | | | |  | | | | | | | | | | | | | |
| **Name of degree program:** | | | | | | | | | Major | | | | | | | | | | | | | |
| **Plan code:** | | | | | | | | |  | | | | | | | | | | | | | |
| **Delivery method:** | | | | | | | | |  | | | | | | | | | | | | | |
| **Delivery method and campus or location options:** *select all locations where the program is currently offered* | | | | | | | | | | | | | | | | | | | | | | |
|  | Downtown Phoenix | |  | [Polytechnic](http://www.asu.edu/colleges/polytechnic.html) | |  | [Tempe](http://www.asu.edu/colleges/tempe.html) |  | | Thunderbird | |  | [West](http://www.asu.edu/colleges/west.html) | |  | | Online | | Other: |  | | |
| **Proposal Contact** | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | **Title:** | | |  | | | | | | | | |
| **Phone number:** | |  | | | | | | | | | **Email:** | | |  | | | | | | | | |
| **ACADEMIC UNIT APPROVAL** | | | | | | | | | | | | | | | | | | | | | |
| This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation. | | | | | | | | | | | | | | | | | | | | | |
| **Academic Unit Chair/Director name:** | | | | |  | | | | | | | | | | | | | | | | |
| **Signature:** | | | | |  | | | | | | | | | | | **Date:** | | /  /20 | | |  |

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| **DEAN APPROVAL** | | | | |
| This proposal has been approved by all necessary unit and College/School levels of review. I recommend implementation. | | | | |
| **College/School/Division Dean name:** |  | | | |
| **Signature:** |  | **Date:** | /  /20 |  |

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| Graduate College (**final approval**) |  | Date: | /  /20 |

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| 1. **Program Overview** |
| Provide a brief overview of the concurrent program. No more than 150 words. |
| 1. **Application review terms and campus/location:** Indicate all locations where the concurrent program will be offered. Note that for each campus listed, applications for the graduate programs will need to be open. Session B is for online programs only. |
| |  |  |  |  | | --- | --- | --- | --- | | **Terms** | **Years** | **Campus/Location** | **University Late Fee Deadline** | | Fall (regular)  Session B | (year):  (year): |  | July 1st  October 1st | | Spring (regular)  Session B | (year):  (year): |  | December 1st  February 8th | | Summer (regular)  Summer B | (year):  (year): |  | May 14th  May 14th | |
| 1. **Delivery Method** |
| Concurrent Program:  *Note: Once students elect a campus or online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and* [*Philip Regier*](https://webapp4.asu.edu/directory/person/10868) *(Executive Vice Provost and Dean) is required to offer programs through ASU Online.* |
| 1. **Admission Information:**   Applicants must meet the admission requirements for the Graduate College and for both graduate programs as they are listed in degree search/the academic catalog. If the admission requirements of the degrees are updated, new students will be required to follow the requirements based on the effective term. Application deadlines are monitored by the academic unit rather than the Graduate College and should be displayed on the academic unit’s website. Please be mindful of deadlines for various university fees. This information is standard for all concurrent programs. |
| 1. **Advising:**   Describe how advising procedures will be managed and maintained across academic units for this concurrent program. |
| 1. **Satisfactory Academic Progress:**   Students must adhere to the established policies of the Graduate College and the satisfactory progress guidelines established by each academic unit/program. The Graduate College Policies are located at <https://graduate.asu.edu/policies-procedures>.  Please insert the website links to the satisfactory progress guidelines for each individual graduate program**.** |
| 1. **Academic Curriculum and Requirements**   Once a student completes all the requirements, including the culminating experience, for one degree program, they can be considered for graduation for that specific degree program even if they have not yet completed the requirements from the second degree program.  The following steps are required by all graduating students to complete their degree: complete the Plan of Study (iPOS), register for final semester, and apply for graduation. Please see the current degree search/academic catalog for current degree program curriculum requirements. *If the curriculum requirements of the degrees are updated, new students will be required to follow the requirements based on the effective term.* |
|  |
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| 1. **Concurrent program's credit hour requirements:**   **Program 1** Program Name (      credit hours)  **Program 2** Program Name (      credit hours)  **Maximum Shared credit hours** (      credit hours)  *A maximum of 20 percent of the minimum total semester hours for the completion of both degrees may be common hours shared between the plans of study.*  **Total credit hours to complete the concurrent program** (      credit hours) |
| 1. **Proposed completion timeline:**   Discuss the possible completion timeline for the concurrent program. The six-year maximum time limit for completing degree requirements and graduation apply to each concurrent degree individually. |
| 1. **List all courses that may not be shared:**   *Culminating experiences may not be shared.* |
| 1. **Sample plan of study:**   **Concurrent Sample Plan of Study Guidelines:**   * Submit a separate timeline for each concurrent program if there are concentrations. See Appendix I. * 400-level courses cannot be shared if they are not allowed for one of the included programs. * Please highlight the shared courses in this sample. * The requirements to complete the master's degree program need to be displayed. * All courses listed on the sample plan of study have to be approved and active ASU courses. |

**Sample Timeline for [Program 1/Program 2] Concurrent Program**

*Note that not all term tables below may be necessary depending on individual programs. If you need to expand or delete a term table, please contact* [*amanda.morales-calderon@asu.edu*](mailto:amanda.morales-calderon@asu.edu) *and* [*erin.froncek@asu.edu*](mailto:erin.froncek@asu.edu)*.*

**Term 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 4**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 5**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 6**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**APPENDIX I**

**Concurrent Combinations with Concentration Information**

*Note that this section will be deleted if there are no concentrations involved in the concurrent program at the time it was proposed. If the degree programs do not currently have concentrations, but would like to establish a concurrent program once a concentration is established, they will need to submit an addendum to this proposal. Please find the addendum form on the Graduate College website. If you need to add more than two concentrations, please contact* [*amanda.morales-calderon@asu.edu*](mailto:amanda.morales-calderon@asu.edu) *and* [*erin.froncek@asu.edu*](mailto:erin.froncek@asu.edu)*.*

**Concurrent Combination 1**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program 1 Information:** | | | | | | | | | | | | | | | |
| **Name of degree program (major/concentration):** | | | | | | | | Major (Concentration) | | | | | | | |
| **Plan code:** | | | | | | | |  | | | | | | | |
| **Delivery method:** | | | | | | | |  | | | | | | | |
| **Delivery method and campus or location options:** *select all locations where the program is currently offered* | | | | | | | | | | | | | | | |
|  | Downtown Phoenix |  | [Polytechnic](http://www.asu.edu/colleges/polytechnic.html) |  | [Tempe](http://www.asu.edu/colleges/tempe.html) |  | | | Thunderbird |  | [West](http://www.asu.edu/colleges/west.html) |  | Online | Other: |  |
| **Program 2 Information:** | | | | | | | | | | | | | | | |
| **Name of degree program (major/concentration):** | | | | | | | | Major (Concentration) | | | | | | | |
| **Plan code:** | | | | | | | |  | | | | | | | |
| **Delivery method:** | | | | | | |  | | | | | | | | |
| **Delivery method and campus or location options:** *select all locations where the program is currently offered* | | | | | | | | | | | | | | | |
|  | Downtown Phoenix |  | [Polytechnic](http://www.asu.edu/colleges/polytechnic.html) |  | [Tempe](http://www.asu.edu/colleges/tempe.html) |  | | | Thunderbird |  | [West](http://www.asu.edu/colleges/west.html) |  | Online | Other: |  |
| **Application review terms and campus/location:** *Indicate all locations where the concurrent program will be offered. Note that for each campus listed, applications for the graduate programs will need to be open. Session B is for online programs only.* | | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Terms** | **Years** | **Campus/Location** | **University Late Fee Deadline** | | Fall (regular)  Session B | (year):  (year): |  | July 1st  October 1st | | Spring (regular)  Session B | (year):  (year): |  | December 1st  February 8th | | Summer (regular)  Summer B | (year):  (year): |  | May 14th  May 14th | | | | | | | | | | | | | | | | |

**Sample Timeline for [Program 1/Program 2] Concurrent Program**

**Term 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 2**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 3**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 4**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 5**

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| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 6**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Concurrent Combination 2**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program 1 Information:** | | | | | | | | | | | | | | | |
| **Name of degree program (major/concentration):** | | | | | | | | Major (Concentration) | | | | | | | |
| **Plan code:** | | | | | | | |  | | | | | | | |
| **Delivery method:** | | | | | | | |  | | | | | | | |
| **Delivery method and campus or location options:** *select all locations where the program is currently offered* | | | | | | | | | | | | | | | |
|  | Downtown Phoenix |  | [Polytechnic](http://www.asu.edu/colleges/polytechnic.html) |  | [Tempe](http://www.asu.edu/colleges/tempe.html) |  | | | Thunderbird |  | [West](http://www.asu.edu/colleges/west.html) |  | Online | Other: |  |
| **Program 2 Information:** | | | | | | | | | | | | | | | |
| **Name of degree program (major/concentration):** | | | | | | | | Major (Concentration) | | | | | | | |
| **Plan code:** | | | | | | | |  | | | | | | | |
| **Delivery method:** | | | | | | |  | | | | | | | | |
| **Delivery method and campus or location options:** *select all locations where the program is currently offered* | | | | | | | | | | | | | | | |
|  | Downtown Phoenix |  | [Polytechnic](http://www.asu.edu/colleges/polytechnic.html) |  | [Tempe](http://www.asu.edu/colleges/tempe.html) |  | | | Thunderbird |  | [West](http://www.asu.edu/colleges/west.html) |  | Online | Other: |  |
| **Application review terms and campus/location:** Indicate all locations where the concurrent program will be offered. Note that for each campus listed, applications for the graduate programs will need to be open. Session B is for online programs only. | | | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Terms** | **Years** | **Campus/Location** | **University Late Fee Deadline** | | Fall (regular)  Session B | (year):  (year): |  | July 1st  October 1st | | Spring (regular)  Session B | (year):  (year): |  | December 1st  February 8th | | Summer (regular)  Summer B | (year):  (year): |  | May 14th  May 14th | | | | | | | | | | | | | | | | |

**Sample Timeline for [Program 1/Program 2] Concurrent Program**

**Term 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 2**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 3**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 4**

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| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 5**

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| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |

**Term 6**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #** | **Course Title** | **Credit hours** | **Indicate program:** | |
| **Prog 1** | **Prog 2** |
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|  | **Total:** |  |  | |