**ABOUT 4+1:**

4+1 programs are combination degree programs that are designed to allow already-admitted undergraduate students to complete both a Bachelor’s degree and a Master’s degree in only five years.

The 4+1 program offers great financial, educational, and marketability advantages to our students. This unique program not only shortens the length of time to earn two degrees but it also:

- allows students to register for up to 12 graduate credits during their undergraduate program/senior year
- allows students to pay the undergraduate rate for up to 12 graduate credits
- allows students to double-count up to 12 graduate credits towards both their Bachelor’s and Master’s degrees.

Admission into all 4+1 programs at Rowan University is competitive, and only available to currently-matriculated Rowan students. Most 4+1 programs allow Rowan students to apply during their junior year, but exact deadlines and timelines vary by department. Students should work directly with the academic department on application procedures, materials, eligibility requirements, and deadlines.

**TIMELINE & ACTION ITEMS:**

(Each program may have a slightly different timeline. See the 4+1 Coordinator in the appropriate academic department for exact dates & deadlines.)

<table>
<thead>
<tr>
<th>Year:</th>
<th>Activity:</th>
<th>Official Forms/Actions Required of Student:</th>
<th>Official Notifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman &amp; Sophomore years</td>
<td>Prep &amp; Discussion years: Work with your Academic Advisor to fulfill as many of the undergraduate requirements for your program of choice as possible.</td>
<td>Application/admission forms obtained from academic department directly.</td>
<td>Admission Notification: emailed by 4+1 Coordinator to student (includes admit packet/matic form)</td>
</tr>
<tr>
<td>Junior year</td>
<td>Application year: Determine if you meet the eligibility requirements, and if so, apply to the 4+1 program of your choice directly to/through the academic department. Notification of admission into the 4+1 program comes from the academic department and usually occurs before registration is over for your upcoming senior year.</td>
<td>Graduation Registration Email Requests (if admitted to undergraduate portion) sent by department to Registrar before the term you require any manual graduate-level registration for up to 12 total credits.</td>
<td>Undergraduate 4+1 Matriculation Notification: emailed by Registrar to student upon receipt of matriculation form from 4+1 Coordinator, and after updating program codes in system (4+1 Coordinator copied on email)</td>
</tr>
<tr>
<td>Senior year</td>
<td>Undergraduate portion of the 4+1 program: If admitted and matriculated into a 4+1 program, your senior year becomes the undergraduate portion of the 4+1 program and you will meet with your 4+1 Coordinator to be sure you are taking all of the courses required to complete any and all requirements for your Bachelor’s degree and to enroll you in up to 12 graduate credits as prescribed by your particular program. (You will need to be manually registered for any graduate-level credits.) At the end of the senior year, you will go through another departmental review before formal admission into the graduate portion of the 4+1 program.</td>
<td>Transfer &amp; Transition Request Form this is sent by student to academic department for formal review and admission to graduate portion (typically sent early spring of undergraduate senior year). If approved, the department forwards the completed form to Registrar in order for your record to be updated to the graduate degree program, (which then allows you to register yourself for graduate credit in the plus 1/graduate year). Once all grades are in and satisfactory, this form also triggers the Registrar to transfer/share your up to 12 graduate credits with your graduate transcript, so they can count toward both degrees.</td>
<td>Graduate Registration Requests: emailed by academic department to Registrar the term before any graduate registration is requested.</td>
</tr>
<tr>
<td></td>
<td>Online Graduation Application (typically early spring of plus 1/graduate year)</td>
<td>4+1 Transfer Confirmation Notification: emailed by Registrar to student upon receipt of Transfer &amp; Transition Form from 4+1 Coordinator, and after all appropriate grades are submitted by instructors, and the up to 12 credits have been transferred to the graduate record (4+1 Coordinator copied on email)</td>
<td></td>
</tr>
<tr>
<td>Plus 1/Fifth year/Graduate year</td>
<td>Graduate portion of the 4+1 program: If you are formally admitted into the graduate portion of the 4+1 program at the end of your senior year, your fifth year will be your “plus 1” year during which you focus on your graduate studies and completing the program. This is the year you apply to graduate with both the undergraduate and graduate degree.</td>
<td>4+1 Transfer Confirmation Notification: emailed by Registrar to student upon receipt of Transfer &amp; Transition Form from 4+1 Coordinator, and after all appropriate grades are submitted by instructors, and the up to 12 credits have been transferred to the graduate record (4+1 Coordinator copied on email)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduation Application Confirmation automatically emailed to the student by the system upon submission of an application – additional emails regarding approval/rejection for grad applications are sent separately</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COординator Contacts & Programs Available:

The 4+1 program is coordinated and administered via a partnership between academic departments offering this program and the Office of the University Registrar. Contact information for each is below:

Office of the University Registrar,
Rowan University, Savitz Hall, Suite 121, 201 Mullica Hill Road, Glassboro, NJ 08028
PH: 856-256-4360; Email: registrar@rowan.edu

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>Departmental 4+1 Contact Information</th>
<th>Program Name</th>
<th>Degrees</th>
<th>Undergrad program major code</th>
<th>Graduate program major code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>Gabriela Hristescu 856-256-4500 x3893 <a href="mailto:hristescu@rowan.edu">hristescu@rowan.edu</a></td>
<td>B.S./M.S. in Computer Science</td>
<td>Bachelor of Science and Master of Science</td>
<td>BSMS-CS/0700</td>
<td>MSBS-CS/ G700</td>
</tr>
<tr>
<td>History</td>
<td>William Carrigan 856-256-4819 <a href="mailto:carrigan@rowan.edu">carrigan@rowan.edu</a></td>
<td>B.A./M.A. in History</td>
<td>Bachelor of Arts and Master of Arts</td>
<td>BAMA-HIST/2200</td>
<td>MABA-HIST/ G200</td>
</tr>
<tr>
<td>International Studies &amp; Business</td>
<td>Corinne Blake 856-256-4500 x3991 <a href="mailto:blake@rowan.edu">blake@rowan.edu</a></td>
<td>BA in International Studies/MBA</td>
<td>Bachelor of Arts and Master of Business Administration</td>
<td>BAMBA-INTMBA/2222 (International Studies with the required specialization, P224, Int. Business &amp; Economics)</td>
<td>MBABA-INTBA/ G510</td>
</tr>
<tr>
<td>Law/Justice</td>
<td>Wanda Foglia 856-256-4399 <a href="mailto:foglia@rowan.edu">foglia@rowan.edu</a></td>
<td>B.A. in Law &amp; Justice Studies/M.A. Criminal Justice</td>
<td>Bachelor of Arts and Master of Arts</td>
<td>BAMA-LAWCJ/2104</td>
<td>MABA-LAWCI/ G104</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Ming-Sun Li 856-256-4500 x3889 <a href="mailto:sun@rowan.edu">sun@rowan.edu</a></td>
<td>B.S./M.A in Mathematics</td>
<td>Bachelor of Science and Master of Arts</td>
<td>BSMA-MATH/1703</td>
<td>MABS-MATH/ G703</td>
</tr>
<tr>
<td>Writing Arts</td>
<td>Ronald Block 856-256-4858 <a href="mailto:blockr@rowan.edu">blockr@rowan.edu</a></td>
<td>B.A./M.A. Writing Arts</td>
<td>Bachelor of Arts and Master of Arts</td>
<td>BAMA-WRARTS/0619</td>
<td>MABA-WRARTS/ G619</td>
</tr>
</tbody>
</table>

Additional 4+1 programs may be available, and this form will be updated as needed.

Policies & Procedures:

Applying to a 4+1 program
- To apply for a 4+1 program, please consult with the proper academic department and follow their instructions and deadlines for application. Students are usually admitted to a 4+1 program by spring of the junior year.

Accepting the offer of admission and matriculating into the 4+1 program
- If admitted to a 4+1 program, you will be notified by your academic department via email and sent an “admit packet” that includes your formal letter of admission, this 4+1 Information Sheet for Students & Staff, and the 4+1 Matriculation Form.
- Should you choose to accept the offer of admission and join the 4+1 program, you must submit to your 4+1 Coordinator the signed 4+1 Matriculation Signature Page within a week of receiving the letter. This will confirm your acceptance and give permission to the Registrar to properly update your records, once they receive the forwarded information.
- Upon receipt of the 4+1 Matriculation Form, your academic department/4+1 Coordinator will forward to the Office of the University Registrar the “matric packet” which includes the signed Matriculation Form along with a copy of your original 4+1 application materials, and your official letter of admission to the 4+1 program.
  - The academic department will keep a copy of the “matric packet” and that will become their advising file.
  - Receipt of the “matric packet” in the Office of the University Registrar triggers them to do the following:
    - ensure that your packet is properly added to your Rowan student file
    - officially matriculate you into the undergraduate portion of the 4+1 program (by updating your student record and changing your program and major code)

At this stage you have been admitted to the undergraduate portion of the 4+1 program only. There is still a final evaluation of your academic record performed by the academic department at the end of your undergraduate program. Your formal admission into the “plus 1” graduate portion of the program does not become official until this review is completed. At that time, your program code, major code, and matriculation level will change once more.

- After updating your records, the Office of the University Registrar will send you an undergraduate matriculation confirmation email. At that point, you may register for 4+1 courses according to the guidelines provided by this sheet and your 4+1 Coordinator. (Your 4+1 Coordinator will also be copied on the undergraduate matriculation email.)

Advising throughout the program
- As soon as you receive the matriculation confirmation email from the Office of the University Registrar, please make an appointment to see your 4+1 Coordinator to review your registration plan. (Your 4+1 Coordinator will also be copied on this email.)
- Depending upon your academic department’s requirements, you will be expected to take up to 12 graduate credits during your senior year.
  - When registering, be aware that you may not register for any more than 6 graduate credits in any given term, and a total of 12 graduate credits during this senior year.

All requirements for your undergraduate degree must be completed by the end of your senior year before official approval can be granted to begin the “plus 1” graduate year. You are not allowed to register for any required undergraduate work required for your undergraduate degree during your “plus 1” graduate year. For this reason, it is very important you work closely with your 4+1 Coordinator on your registration throughout your program.
POLICIES & PROCEDURES CONTINUED:

Registration for your undergraduate and graduate courses as an undergraduate 4+1 student

- Based upon your meetings with your 4+1 Coordinator, you will be registering for both undergraduate and graduate coursework during the undergraduate portion of the 4+1 program.
- You will register yourself online via Student Self Service (per the usual process at www.rowan.edu/selfservice) for any required undergraduate coursework.
- For any required graduate coursework that will also count toward your undergraduate degree, your 4+1 Coordinator will email the office of the University Registrar before each term at registrar@rowan.edu requesting that the Registrar manually register you for these courses. (4+1 Coordinators must include exact course names, numbers, and CRNs in this request email.)
- After you have been registered for any requested graduate courses each term, the Registrar will send you a graduate registration confirmation email. (Your 4+1 Coordinator will also be copied on the graduate registration confirmation email.)
  - At that point, it is your responsibility to confirm that the registration is correct and to pay for all of your coursework for the term according to the normal deadlines. If the registration is not correct, please notify your 4+1 Coordinator right away who will then notify the Registrar requesting a change.

Remember that, in consultation with your 4+1 Coordinator, you can make any necessary changes to any undergraduate registration on your own online during the drop/add periods each term. Any changes to graduate registration at this stage, must also be done during drop/add period, but it is not possible online; instead, you must email registrar@rowan.edu with your request, including your exact request and Coordinator’s approval, and your registration will be manually adjusted by the Registrar staff.

- During your “plus 1” graduate year of the 4+1 program, you are officially matriculated at the undergraduate level and will be charged for all coursework (including up to 12 graduate credits) at the undergraduate level. (Note: Senior Privilege is not allowed to be combined with 4+1 programs.)

Triggering the evaluation and code changing process for your “plus 1” graduate year

- When you are near completion of your undergraduate program (typically February/early March of your senior year), you should submit the “4+1 Transition & Transfer Request Form” (herein, Transition Form*) to your 4+1 Coordinator.
- This form will trigger your 4+1 Coordinator and the academic department to conduct another review of your academic progress for formal admission into the “plus 1” graduate year.
  - In addition to a general review and evaluation by the Departmental Admissions Committee of your academic work since admission into the 4+1 program, all students must earn at least a B/3.0 grade on all graduate-level work taken as an undergraduate in order for that course to transfer to the graduate record.
  - If all grades are not in at the time the Transition Form is submitted, your admission into the “plus 1” graduate year of the 4+1 program will be conditional pending final grades. (If this is so, this should be shared with the student by the 4+1 Coordinator and a statement addressing this should be included on the Transition Form by the 4+1 Coordinator before signing and forwarding to the Registrar.)
  - Please also understand that your student signature on the Transition Form signifies that, if approved by the academic department, you automatically accept the offer of admission into the graduate portion of the program.
- Once you are approved for transition into the “plus 1” graduate year of the 4+1 program, your 4+1 Coordinator will complete and sign the appropriate sections of the Transition Form and submit it to the Registrar.
  - The academic department will also keep a copy of the Transition Form and add it to their advising file.
  - Receipt of the fully signed Transition Form by the Registrar triggers them to:
    - add the form (as evidence of your formal admission into the graduate program) to your Rowan master file
    - officially matriculate you into the graduate portion of the 4+1 program by updating your student record and changing your program and major code once more.
  - The Transition Form is a very important multi-purpose form that officially replaces any need for another admission letter, change of program form, or matriculation form. It also triggers the process for transferring your (up to 12) graduate credits (taken while in the undergraduate portion of the 4+1 program) to your official graduate record. (See that section in this document for details.)
- After the Registrar has updated your records to reflect your matriculation into the graduate portion of the 4+1 program, they will send you a 4+1 graduate matriculation email, which is how you know you are then able to register for future graduate 4+1 courses according to the guidelines provided by this sheet and your 4+1 Coordinator. (Your 4+1 Coordinator will also be copied on the graduate matriculation email.)

Registration for your graduate courses as a graduate 4+1 student

- As soon as you receive the graduate version of the matriculation confirmation email from the Registrar, please make an appointment to see your 4+1 Coordinator to review your registration plan. (Your 4+1 Coordinator will also be copied on this email.)

  Do not register for any 4+1 courses before you receive the matriculation confirmation email from the Registrar, or your coding and billing will be incorrect.

- With your new graduate matriculation status, you will register yourself online via Student Self Service at www.rowan.edu/selfservice for any required graduate coursework.
- During your “plus 1” graduate year of the 4+1 program, you are officially matriculated at the graduate level and per Rowan policy, will be charged at the graduate level for any and all coursework—regardless of course level.
POLICIES & PROCEDURES CONTINUED:

Transferring your (up to 12) graduate credits from your undergraduate record to your graduate record

- The Transition Form also triggers the transfer process, allowing you to transfer the 12 graduate credits taken while in the undergraduate portion of the 4+1 program to your new graduate record. (These credits appear on both transcripts.)
- Your new graduate record cannot be created until formal admission into the graduate portion of the 4+1 program is approved—which is only triggered by submission to the Registrar of the fully signed and approved Transition Form.
  - The Registrar will not be able to request the transfer of any credits until all grades for the up to 12 credits (identified by the classes listed on the Transition Form) have been officially recorded in the Rowan system. Therefore, the Registrar will hold onto the Transition Form until that process is complete.
  - Keep in mind, regardless of when the Transition Form is submitted, the transfer process cannot happen until all grades are in. If there are delays with grades, you should consult directly with your instructors.
  - Per Rowan’s official transfer policy, only the courses transfer. Therefore, the grades earned for the up to 12 credits taken as an undergraduate student in the 4+1 program will not be calculated into the graduate cumulative GPA.
- Once all grades are officially submitted (and appropriate for formal graduation admission), the Registrar will transfer the credits to the graduate transcript and perform all other necessary data updates. The Registrar will then send a transfer confirmation email to notify you this process is complete. (Your 4+1 Coordinator will also be copied on this email.)

Applying for graduation and receiving both your Bachelor’s and Master’s degrees

- Rowan students (including 4+1 students) officially apply for graduation by submitting the electronic graduation application form on Student Self Service (www.rowan.edu/selfservice). “Applying” for graduation is possible at the end of each term; however, Rowan only holds one Commencement Ceremony each year in the spring term.

4+1 students apply for both the undergraduate Bachelor’s degree and graduate Master’s degree at the same time and only once you are in the “plus 1” graduate portion of the program (fifth year) and have at least 12 graduate credits

- Since you will still have one year left to complete this combination degree program, 4+1 students are not able to apply for graduation for any degree at the end of your undergraduate senior year, and for this reason, students are encouraged to participate in the Commencement Ceremony that aligns with the year they earn their degrees (which would be the plus 1 year); however, special permission can be granted for you to walk in the spring of your undergraduate senior year Commencement Ceremony if you would prefer that. (Consult directly with the Commencement Office to request this special exception: commencement@rowan.edu)
  - If you apply for graduation before confirming that your official records include at least 12 posted graduate credits with grades, you will be rejected for graduation – so it is best to check first and to apply for graduation only when you are sure of your program completion date, and that the transfer credit process is complete.
- To apply for graduation during your “plus 1-graduate year, go online to Student Self Service (www.rowan.edu/selfservice) and follow the normal process as outlined by the Registrar’s Office.
  - When you apply, you should only see your graduate 4+1 record in the system. You only apply once and pay one fee; but, (if all forms were submitted correctly and approved) you will be awarded the two degrees.
    - Once you submit the electronic graduation application, the Registrar’s Office will manually create the corresponding undergraduate 4+1 record behind the scenes.
    - You will then have two 4+1 graduation application records (one for the undergraduate portion and one for the graduate portion) that your Academic Advisor/4+1 Coordinator will be able to see, review, and, if appropriate, approve for graduation.
  - Please note, if your 4+1 graduate program includes a thesis, you will not be able to have either your undergraduate or graduate degrees officially awarded until the Registrar receives official approval from both:
    - your thesis advisor using the electronic approval form for both degrees
    - the Office of Graduate Research Services, who sends notification that they have received approval for the final version of your thesis and that the formatting is correct (formerly processed by Rowan Global)
  - Your official graduation date will reflect the date all items (including thesis), are complete and approved and received by the Registrar.
  - Any questions about the graduation application or awarding process should be directed to the Registrar’s Office at graduation@rowan.edu.

Options for the student who chooses not to complete the 4+1 program or who is not formally admitted/approved for the graduate portion of the program

- If you choose to not complete the 4+1 program, you should inform your 4+1 Coordinator immediately. This person will email the Registrar so that your official record can be updated back to the undergraduate program in which you were matriculated prior to admission into the 4+1 program. After changing the record, the Registrar will send a confirmation email to both you and the 4+1 Coordinator.
- If you are not formally admitted to the graduate portion of the 4+1 program, the 4+1 Coordinator will inform both you and the Registrar via email right away. The Registrar will change your record back to the undergraduate program in which you were matriculated prior to admission into the 4+1 program. After updating your record, the Registrar will send a confirmation email to both you and the 4+1 Coordinator.

^All Registrar forms mentioned can be found at www.rowan.edu/registrar under “Forms.”

Updated 03/2017