ACCELERATED DEGREE PROGRAMS GUIDELINES AND OPERATING PROCEDURES

Accelerated Degree Programs (ADPs) are designed to provide superior students the opportunity to share up to 15 percent of the required coursework for the stand-alone bachelor and graduate degrees. ADP students normally begin taking graduate-level courses in their fourth year. Their undergraduate curriculum, along with their approved graduate work, is designed to fulfill all requirements of both the undergraduate and graduate degrees. As a result, students are able to earn a graduate degree in an accelerated time frame.

Admission and retention requirements are higher for ADP students than for students in stand-alone programs.

- A student must have a minimum 3.00 overall GPA in order to be admitted into the undergraduate portion of the ADP. There will be no exceptions to the GPA requirement; conditional admission will not be permitted.

- A student must meet the Graduate College admission criteria stated in the Graduate College Bulletin to be admitted to the graduate portion of the ADP. There will be no exceptions to the GPA requirement; conditional admission will not be permitted.

- The GPA will be monitored by the undergraduate college while the student is in the undergraduate ADP code. If the undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.00, the student will be removed from the ADP. Readmission to the ADP will not be permitted.

- Once admitted to the graduate ADP code, the GPA will be monitored by the Graduate College. If the undergraduate GPA, the graduate GPA, and/or the overall GPA fall below a 3.00, the student will be removed from the ADP. Neither readmission to the ADP nor academic probation will be permitted.

- If a student does not maintain the standards of an ADP, s/he will not be allowed to continue in the ADP and will no longer have the privilege of sharing hours between the two degrees. The student can, however, apply for the stand-alone program. In this case, applicable graduate courses taken as an undergraduate but not applied to the undergraduate degree may not exceed 25 percent of the total hours required for the graduate degree and are subject to course age limits outlined in the Graduate College Bulletin.

- Upon admission to the undergraduate portion of the ADP, the undergraduate college will notify the Graduate College by submitting the ADP Conditions and Limitations form.

- Once the student is admitted to the undergraduate ADP, the department will engage, assess and grade the student as a graduate student; however, the student will be considered an undergraduate with regard to funding opportunities.

- Graduate courses to be applied to the master’s degree and completed prior to admission to the graduate ADP must be taken while the student is in the undergraduate ADP code. For any courses taken prior to admission to the undergraduate ADP, the student should complete the Application for Graduate Credit for Courses Taken During the Junior/Senior Years.

OPERATING PROCEDURES: SEQUENTIAL MODEL

The student completes all undergraduate degree requirements prior to completing the graduate degree requirements.

1. An undergraduate student is admitted to the undergraduate portion of the Accelerated Degree Program by the department after all admission criteria have been met, typically not before the junior year. Once approved for admission, the student will do a change of program request into the appropriate undergraduate ADP. The
undergraduate college will then notify the Graduate College of the change by submitting the *ADP Conditions and Limitations* form. This change of program will allow the department to monitor the shared courses taken by the student. It will allow the Graduate College to ensure that GPA standards are being met and to monitor the graduate-level academic progress of a student who is considered to be an undergraduate. A student in the undergraduate portion of the ADP can hold an undergraduate assistantship; however, s/he cannot hold a graduate assistantship or receive graduate-level tuition waivers and health subsidy benefits.

2. During the student’s final undergraduate semester, the student will apply to the Graduate College by completing a change of program\(^1\) request into the graduate portion of the ADP. The student must also complete all other graduate admission requirements established by the department and must meet the same admission criteria as all other graduate students.

3. When the Graduate College receives the student’s completed change of program request for the graduate portion of the ADP, the Graduate College will calculate the admission GPA and then send the request to the appropriate graduate department. Once admission to the graduate program is approved, and the signed request is returned, the Graduate College will send the approval letter to the student and to the department and will notify Registration to update the student’s program code in oZone.

4. In the semester that all undergraduate requirements will be met, the student must file for graduation.

5. When the undergraduate college has cleared all students for graduation, the college will send a list of ADP students to the Office of Registration to inactivate their undergraduate status in oZone. Once all Graduate College admission requirements have been met, the student will be admitted to the Graduate College.

6. An ADP student who is admitted to the Graduate College and has been cleared for their undergraduate degree may hold a graduate assistantship and is potentially eligible for graduate-level tuition waivers and health subsidy benefits.

7. The first semester an ADP student enrolls as a graduate student, the undergraduate advising office may need to lift the student’s advising flag.

8. Any questions regarding course enrollment should be directed to the student’s graduate department.

9. During the semester prior to graduation, the student must submit his or her completed Admission to Candidacy form to the Graduate College. Deadlines are posted on the Academic Calendar.

10. During the semester that all graduate degree requirements will be met, the student must file for graduation.

**OPERATING PROCEDURES: SIMULTANEOUS MODEL**

The student completes both the undergraduate and graduate degrees at the same time:

1. Undergraduate students are admitted to the undergraduate portion of the Accelerated Degree Program (ADP) by the department after all admission criteria have been met, typically not before the junior year. Once approved for admission, the student will do a change of program into the appropriate undergraduate ADP. The undergraduate college will then notify the Graduate College of the change by submitting the *ADP Conditions and Limitations* form. This change of program will allow the department to monitor the shared courses taken by the student. It will allow the Graduate College to ensure that GPA standards are being met and to monitor the graduate-level academic progress of a student who is considered to be an undergraduate.

---

\(^1\) Requests will not be processed after the 13th week of the spring and fall semesters or the 6th week of the summer semester. The Graduate College will begin accepting requests again on the first day of each semester.
2. During the semester prior to graduation, the student must submit his or her completed Admission to Candidacy form to the Graduate College. Deadlines are posted on the Academic Calendar.

3. During the semester prior to intended graduation, the student will apply to the Graduate College by completing a change of program request into the graduate portion of the ADP. This change should be effective for the student’s final semester, both undergraduate and graduate. The student must also complete all other graduate admission requirements established by the department and must meet the same admission criteria as all other graduate students.

4. When the Graduate College receives the student’s completed change of program request for the graduate portion of the ADP, the Graduate College will calculate the admission GPA and then send the request to the appropriate graduate department. The department and/or undergraduate college must verify that the student is on track for undergraduate degree completion prior to approving the Change of Program request. Once admission to the graduate program is approved, and the signed request is returned, the Graduate College will send the approval letter to the student and to the department and will notify Registration to update the student’s program code in oZone effective for the student’s final semester.

5. The first semester an ADP student enrolls as a graduate student, the undergraduate advising office may need to lift the student’s advising flag.

6. Any questions regarding course enrollment should be directed to the student’s graduate department.

7. A student in the simultaneous ADP is considered to be an undergraduate until s/he has completed the undergraduate degree. A student in the undergraduate portion of the ADP can hold an undergraduate assistantship; however, s/he cannot hold a graduate assistantship or receive graduate-level tuition waivers and health subsidy benefits. In addition, they may not enroll in graduate-level courses other than those indicated in the specific accelerated degree program.

8. In the semester that all undergraduate and graduate requirements will be met, the student must file for graduation. The Graduate College will confirm with the student’s undergraduate college that the undergraduate degree requirements have been met and also verify that the graduate degree requirements have been met. Both the undergraduate and graduate colleges will simultaneously clear the student for graduation.

9. An ADP student will not be awarded the accelerated graduate degree if s/he does not complete the undergraduate degree, regardless of the amount or quality of the graduate work.

10. If the student is removed from the ADP or chooses to receive only the undergraduate degree, the student must contact his or her undergraduate college to return to standard undergraduate status. Upon completion of a stand-alone undergraduate degree, the student can apply for the stand-alone graduate program. In this case, graduate courses taken as an undergraduate, which were not applied to the undergraduate degree, but were intended for a graduate degree, may not exceed 25 percent of the total hours required for the graduate degree and are subject to course age limits outlined in the Graduate College Bulletin.

---

2 Requests will not be processed after the 13th week of the spring and fall semesters or the 6th week of the summer semester. The Graduate College will begin accepting requests again on the first day of each semester.