Process: Accelerated Graduate Degree Program (AGDP)
Campus: ALL
Level: Undergraduate
Revision Date: August 2022

Background:
The intent of this document is to outline the steps that need to be completed by student, faculty, or staff as part of the Accelerated Graduate Degree Programs.

Criteria that must be met:
Student needs to meet admission criteria for intended AGDP. Admission criteria found in the Graduate Bulletin.

Pre-Admission Steps:
A. Student
   a. Student completes and submits online Graduate admission application to the Accelerated graduate program they wish to pursue.
   b. Student meets with the advisor of the AGDP to start an Accelerated Graduate Acknowledgement and Approval Form. The form must be initiated by the advisor through the DocuSign system and signed by the advisor and student through DocuSign. Once signed, the form will be automatically routed to Graduate Studies for approval and then on to Admissions and Financial Aid.
B. Advisor
   a. Advisor initiates the Accelerated Graduate Degree Program Acknowledgement and Approval Form through the DocuSign system and completes the required fields and signs the form. DocuSign will automatically route the form to the student for signature and then to Graduate Studies for approval.
C. Admissions Office
   a. Upon receipt of the completed online admission application, any other required materials and Accelerated Graduate Acknowledgement and Approval Form, Admissions will forward the student file to the department for decision.
   b. Admissions will communicate the department decision to the applicant.
   c. An accelerated status will automatically be created in SAP and a registration hold will be automatically applied to the student's account to prevent any future registrations.
   d. The student's tuition rate should remain at applicable undergraduate level until the student completes their undergraduate degree.

Post-Admission Steps
A. Student
   a. Upon admission, student will need to contact the Registrar to be registered. The Registrar's will use the Accelerated Graduate Acknowledgement and Approval Form as approval to register the student in the applicable AGDP courses along with any undergraduate courses for a maximum of 15 credits total in the semester.
B. Graduate Studies
   a. Near the end of each semester, the assigned designee in Graduate Studies will run a report to identify all the students currently in an AGDP program.

b. Students who do not maintain the required "B" average in their AGDP courses will be contacted by Graduate Studies to see if a viable plan can be created for the student to earn a "B" average in their AGDP courses or if of they should be removed from the program. When a student is removed from their AGDP Graduate Studies will take the following steps:
   i. Registrar's will be notified and will drop the student from any future AGDP courses;
   ii. Admissions will then be notified so they can process and update the record (deregister student
   iii. from Registration tab, remove AGDP hold, update form in imaging)
   iv. Financial Aid will be notified so they can adjust the student's financial aid as necessary.
c. SASUB will be notified of the AGDP students that have applied to graduate that semester and SASUB will update the student's fee calc based on that graduation date.
d. Registrars will be notified of the approved AGDP courses for the AGDP students that have applied to graduate that semester.

C. Registrar
   a. If the student graduates from their undergraduate program, the assigned designee in Registrar's will add the Graduate Studies approved AGDP courses to the student's graduate record, remove AGDP hold, deactivate the AGDP student status, and update the graduate program registration tab.
   b. Admissions will be notified of the undergraduate graduates at apply@cmich.edu and Admissions will update the admission category
   c. Financial Aid will be notified of the undergraduate graduates at financialaid@cmich.edu so they can adjust the student's financial aid as necessary.