



**Process:** Accelerated Master's Degree Program (AMDP)

**Campus:** ALL

**Level:** Undergraduate

**Revision Date:** August 2018

**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 Master's Degree Programs (AMDP).

**Criteria that needs to be met:**

1. Student needs to meet admission criteria for intended AMDP. Admission criteria for AMDP's can be found in the Graduate Bulletin.

**Process Steps:**

- A. Student –
  - a. Student completes and submits online Graduate admission application to the AMPD they wish to pursue.
  - b. Student reviews, signs, and submits the *Accelerated Master's Acknowledgement and Approval Form* to the advisor of the AMDP program.
- B. Advisor
  - a. As appropriate, advisor completes Section II of the *Accelerated Master's Acknowledgement and Approval Form*.
  - b. Advisor emails completed form to [apply@cmich.edu](mailto:apply@cmich.edu) using a subject line of 'AMDP form – Student Last Name, First Name, Campus ID#'
- C. Admissions Office
  - a. Upon receipt of the completed online admission application, any other required materials and *Accelerated Master's Acknowledgement and Approval Form*, Admissions will compile and forward the student folder to the department for decision.
  - b. Admissions will communicate the department decision to the applicant.
  - c. A registration hold will be manually applied to the student's account to prevent any future registration.
  - d. The student's admitted term for the AMDP will be the semester they begin AMDP courses.
  - e. The student's tuition rate (Fee Calc) will remain at applicable undergraduate level until the student completes their undergraduate degree.
- D. Student
  - a. Upon admission, student will need to contact the Registrar's Office to be registered for each semester while enrolled in an AMDP. That office will use Section II of the *Accelerated Master's Acknowledgement and Approval Form* as approval to register the student in the applicable AMDP courses along with any undergraduate courses for a maximum of 15 credits total in the semester.
- E. College of Graduate Studies
  - a. At the end of each semester, the assigned designee in the College of Graduate Studies will run a report to identify all the students currently in an AMDP program.
  - b. Students who did not earn the required "B" grade in any of their AMDP courses will be notified by CGS of their removal from the program.
    - i. Registrar's will be notified and will drop the student from any future AMDP courses;
    - ii. Admissions will then be notified so they can process and update the record (deregister program, remove AMDP hold, update form in imaging)
    - iii. Financial Aid will be notified so they can adjust the student's financial aid as necessary.
- F. Registrar
  - a. When the student graduates from their undergraduate program, the Registrar's will add the approved AMDP courses to the student's graduate record.
  - b. The Registrar will notify Admissions; Admissions will update the student record to move them from the AMDP program to the corresponding graduate program, update the tuition fee (fee calc), and remove the hold.
  - c. Financial Aid needs to be notified so they can adjust the student's financial aid as necessary.