

**Process:** Concurrent Admission

**Campus:** ALL

**Level:** Undergraduate

**Revision Date:** August 21, 2019

**Background:**

The intent of this document is to outline the steps that need to be completed by student, faculty, or staff as part of Concurrent Admission. Students must complete the graduate concurrent admission process prior to the start of the concurrent graduate course(s).

**Process Steps:**

1. Student –
  - A. After registering for their final semester in their undergraduate program, complete the Concurrent Admission Acknowledgement and Course Approval Form.
  - B. Contact the appropriate graduate Advisor/Program Coordinator to review and sign the Concurrent Admission Acknowledgement and Course Approval Form.
  - C. Delivers the Concurrent Admission Acknowledgement and Course Approval form to the Registrar's Office:
    - i. As appropriate, Registrar's Office completes Section III, confirming that the student has applied for graduation, registered for their final graduation requirements, indicates whether or not the student meets Concurrent Admission GPA requirement, and returns to student.
    - ii. As appropriate, Registrar's Office adds a concurrent admission hold, preventing any schedule adjustments.
  - D. If the Concurrent Admission Acknowledgement and Course Approval Form is approved, submit an online concurrent admissions application and upload the approved form with the application.
2. Admissions Office
  - A. Upon receipt of the completed online admission application, any other required materials, and Concurrent Admission Acknowledgement and Course Approval Form, process the application.
  - B. Communicate the department decision to the applicant.
  - C. The student's admitted term for Concurrent Admission will be the semester they begin Concurrent Admission courses and the only term in which they may take courses as a Concurrent Admission student.
  - D. The student's tuition rate (Fee Calc) should remain at applicable undergraduate level
  - E. Email [studentreg@cmich.edu](mailto:studentreg@cmich.edu) and [financialaid@cmich.edu](mailto:financialaid@cmich.edu) using the subject "Concurrent Admission" to confirm admission.

**Student**

- A. Upon admission, contact the Registrar to be registered for your graduate courses. The Registrar's Office will use Section II of the Concurrent Admission Approval Form as approval to register you in the approved graduate courses for a maximum of 15 credits total in the semester.
  - i. The Registrar's Office will ensure the student's registration tab in SAP reflects the graduate program as non-degree seeking, continuing undergraduate.
- B. If you desire to continue your graduate work with CMU after the completion of your undergraduate degree, you must submit a new application for graduate admission.

**Registrar's Office**

- A. After the start of the semester, Registrar's Office will identify all active Concurrently Admitted students, deregister them from the concurrent program, and remove the concurrent hold.