



**DRAFT**

TO: Graduate Program Leaders  
FROM: Ryan C. Hendrickson, Dean  
RE: Accelerated Graduate Programs  
DATE: January 8, 2018

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For graduate programs seeking to create accelerated graduate programs options for qualified undergraduate students, please use the following guidelines when creating these programs. All proposals must gain approval in the standard curriculum approval process, which includes approval from the Council on Academic Affairs and the Council on Graduate Studies.

**Admission requirements:**

As stated in approved CGS Agenda Item 17-91, all prospective applicants to the accelerated program must meet these minimum standards:

“A minimum undergraduate cumulative GPA of 3.25, the completion of at least 15 credit hours of the major or a complementary undergraduate degree, as determined by the graduate program. Undergraduates may not be admitted until the completion of a minimum of 60 hours of undergraduate course credit. Participants in accelerated graduate programs will remain under early admission into graduate programs until the completion of the undergraduate degree. Upon earning the undergraduate degree, a student will gain full admission status to the graduate program. These criteria are only the minimum qualifications for admission to an accelerated graduate program. Graduate program leaders may establish additional admission standards as deemed appropriate.”

For inclusion in the Graduate Catalog, Graduate programs need to specify these requirements, as well as any additional requirements or standards necessary in order to gain admission to the accelerated graduate program, referred to as “early admission.” Many programs require reference letters, a written statement of professional interests, and may have additional requirements in terms of course preparation, all of which needs to be articulated much like the language used in current program admissions standards. Graduate program leaders should consult with the Graduate School in creating this new catalog language.

All students who gain admission status to an accelerated graduate program, will initiate the admission effort through the Graduate School, as is current practice with all graduate degree-seeking students. Final admission decisions are made by the graduate programs. All students who gain “early admission” decisions still remain as undergraduate students, but will be given an attribute that will identify these students in this category, much like Honors students or Veterans, among other categories of students.

**Shared Credit Regulations:**

Program leaders should review the approved number of shared credit hours permitted in CGS Agenda Item 17-91 per graduate program.

Programs leaders should then identify the graduate courses that will apply to the shared credit guidelines. All courses should end with the identifier "Z".

For example, shared credit courses may be specified in the following manner:

"For the graduate program in Biological Sciences, students accepted into the accelerated graduate program may take the following courses as shared credit:

BIO 4781Z  
BIO 4893Z  
BIO 4950Z  
BIO 5274Z  
BIO 5435Z  
BIO 5410Z

When applying shared credit courses to the undergraduate study plan, please note that in undergraduate majors with established core requirements at the 1000, 2000 or 3000 levels, shared coursework cannot count toward undergraduate degree requirements at these levels. Shared coursework can be applied to undergraduate major core requirements, major elective options, or other university elective requirements for courses numbered 4000 and above.

All students must complete the Accelerated Program Course Request Form, which will specify the course(s) taken that semester or during that the time period in the accelerated program that will be counted as "shared credit."

This form provides clarity for the student, and enhances communication between the graduate coordinator, the undergraduate advisor, the Graduate School and the corresponding certification officers.

Undergraduate students taking courses in the accelerated graduate program must earn a grade of B or higher in these courses to remain in the program.

### **Shared Credit course presentation on Transcripts**

Shared credit courses with complete course titles will be presented in their entirety on the undergraduate transcript and will be calculated into the undergraduate GPA.

Shared credit courses will be presented much like graduate transfer courses on the graduate transcript. Please note that CGS Agenda Item 17-91 requires the grade of B or higher to apply toward a graduate degree program. For example, the graduate transcript will include documentation regarding shared credit courses that reads similar to the following:

"Comments:

BIO 4781Z (3 hr) from accelerated program allowed to count in Graduate program.

BIO 5274Z (3 hr) from accelerated program allowed to count in Graduate program.

BIO 5410Z (3 hr) from accelerated program allowed to count in Graduate Program."

Shared credit courses do not apply to the graduate GPA, since the student remained as an undergraduate while completing the shared credit course(s).

Graduate Coordinators must list the shared credit courses on the graduate study plans to assist the Graduate Certification Officer.