



Rev. 5/24

**ACCELERATED MASTER'S PROGRAM (AMP) MEMO OF UNDERSTANDING  
ESTABLISHED BETWEEN  
  
AND THE GRADUATE SCHOOL**

*Sections 1-6 of this memo serve to provide the terms of understanding between departments/special academic units participating in the AMP and the Graduate School. Provide the required information in the sections below. Not all departments will complete Section 3.*

**PURPOSE OF THE ACCELERATED MASTER'S PROGRAM**

Accelerated master's programs (AMP) partner an undergraduate and a master's degree graduate program within or between departments, programs, or SAUs in the same or differing colleges, in a streamlined path that reduces the time to earn a master's degree. Undergraduate students are admitted internally by the participating programs and are guaranteed conditional admission to the partnering graduate program during their undergraduate career. Final admission to the graduate program and Graduate School is granted when students meet the minimum graduate program and Graduate School admissions criteria upon completion of the bachelor's degrees.

Undergraduate and graduate units that partner to build an AMP will create a graduate admission policy for the undergraduate students that guarantees them contingent admission to the partnering graduate program at any point during the student's undergraduate career. Final admission is conferred when the students meet the minimum AMP and Graduate School admissions criteria upon completion of their bachelor's degrees. Students must complete the Graduate Admissions Application.

**SECTION 1: DESCRIPTION OF AMP (1-2 paragraphs)**



4. Please confirm and acknowledge participating undergraduate students will be advised of the following:

- a. Admitted undergraduate students are guaranteed conditional admission to the partnering graduate program.
- b. This is a continuous enrollment program requiring students to be continuously registered in fall and spring semesters — both upon the completion of the undergraduate degree and throughout the completion of the AMP. Deferral of enrollment into the master's program is not permitted and continuous registration (CR) may not be used until the second semester in which a student is officially admitted to a graduate program.
- c. Students may enroll in up to nine credits of 500-level regular course work of the graduate program as undergraduates, while paying the undergraduate tuition rate. These credits will be counted toward the undergraduate degree. Regular, 500-level courses with grades of B or better will be transferred and double-counted toward the graduate degree, as courses taken prior to final admission to the graduate program.
- d. There may be implications for federal student aid. Students should contact the Office of Financial Aid for details. Undergraduate students enrolled in graduate level coursework should contact the Office of Financial Aid for information about the availability of financial aid for such coursework.
- e. Students must complete the Graduate School application and pay the application fee during their final year as undergraduates. Graduate applications will not be accepted earlier than one year prior to starting the graduate program.
- f. Students must complete and submit the Request to Double Count Courses Form to the Graduate School once admitted into the Graduate School and prior to completing the undergraduate degree.
- g. Final admission to the partnering graduate program and the Graduate School is granted when students meet the minimum graduate program and Graduate School admissions criteria upon completion of their bachelors' degrees.
- h. Students must earn a minimum of 21 credits after admission and must also satisfy regular and non-regular credit requirements accordingly.
- i. If applicable, students will be advised that if the nine credits taken fulfill the requirements of a graduate certificate, the graduate certificate can be awarded once the student is enrolled in the partnering graduate degree. Graduate students must apply for the graduate certificate program and pay the application fee for the certificate to be conferred.

### **SECTION 3: EXCEPTIONS AND STUDENT BENEFITS**

**Departments offering AMP programs with unique requirements, incentives or other elements in addition to or instead of those stated in the Graduate and Professional Bulletin and Section 2 of this document must state the specific requirement(s) that would differ from Graduate School policies below.**

**State the benefits that the policy exception(s) or unique requirement(s) would provide to the students.**

**SECTION 4: POINT OF CONTACT AND PROCESSES**

Provide the contact information and description of responsibilities of each staff member who will manage the AMP.

**SECTION 5: TERMINATION DATE, REVIEW, REAPPROVAL PROCESSES** This MOU will stand unless there are policy changes in the Graduate and Professional Bulletin and/or the General catalog, or there are significant changes in the programs involved at the graduate and/or undergraduate level.

**SECTION 6: SIGNATURES**

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PRINT NAME OF GRADUATE DEPT.  
HEAD / DIRECTOR FOR THE AMP

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SIGNATURE OF GRADUATE DEPT. HEAD /  
DIRECTOR FOR THE AMP

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DATE

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PRINT NAME OF UNDERGRADUATE DEPT.  
HEAD / DIRECTOR FOR THE AMP

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SIGNATURE OF UNDERGRADUATE DEPT.  
HEAD / DIRECTOR FOR THE AMP

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DATE

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PRINT NAME OF DEAN OF COLLEGE

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SIGNATURE OF DEAN OF COLLEGE

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DATE

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PRINT NAME OF DEAN OF COLLEGE  
(if AMP includes two colleges)

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SIGNATURE OF DEAN OF COLLEGE  
(if AMP includes two colleges)

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DATE

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COLLEEN WEBB  
GRADUATE SCHOOL DEAN

---

DATE

CC: