Introduction
Northern Arizona University accelerated bachelor’s and master’s degree programs provide the opportunity for outstanding undergraduates working on completing their bachelors’ degree to simultaneously begin work on a master’s degree.

Typically, a bachelor degree requires four years to complete and a master’s degree requires an additional two years. However, accelerated degree programs allow students the opportunity to complete a graduate program in an accelerated manner.

Given the unique nature of an Accelerated Program, you, as an adviser, need to pay special attention to several aspects of the student’s academic career.

Fundamental to the student’s success will be regular contact with you, the graduate adviser. There are several aspects of enrollment and academic progress that require close coordination. As the graduate adviser, you will be instrumental in helping the student with enrollment and academic progress.

Admission Requirements to Accelerated Bachelor and Master’s Degree Programs
1. Undergraduate students may apply for admission to an Accelerated Program available at Northern Arizona University after completing 60 semester hours of undergraduate coursework of which a minimum of 24-30 semester hours must be completed at Northern Arizona University with a minimum NAU cumulative grade point average of 3.25/4.00.

2. Students must complete at least 12 earned undergraduate credits in their major with a grade point average of 3.50/4.00 at Northern Arizona University prior to seeking admission into an Accelerated Program. Receiving an Incomplete or completing a class graded as Pass/Fail or Audit will not count towards this 12 undergraduate unit requirement.

3. In addition to the grade-point-average requirement, applicants to Accelerated Programs must meet all other requirements as specified by their Accelerated Program. Specific Accelerated Programs may have requirements that exceed these minimum standards.

4. Applicants must submit the graduate application form and pay the required graduate application fee. Applicants must also submit all other materials
required by the department. The application is reviewed by the appropriate individual or committee in the department. The admission decision is entered into Louie using the Graduate Admission Recommendation (GAR) process with a condition note identifying the student as an Accelerated Program admission recommendation. The Graduate College shall confirm that the student meets the Accelerated-Program requirements and approve a conditional admission. A conditional letter of admission will be sent to the student. For reporting purposes, the Graduate College will assign a Student Group. Full admission will be granted upon receiving the undergraduate degree and meeting any other requirements as specified by the department at the time of admission.

5. The undergraduate degree should be completed at the end of the fourth year and no later than one semester before the student is eligible to have the master’s degree awarded.

**Academic Requirements**

1. The requirements for the bachelor’s and master’s degree of the Accelerated Program will remain the same as for the existing bachelor and master’s programs. A graduate program has the discretion to use no more than 6 hours of NAU coursework credit (400 level or higher) applied towards the undergraduate degree to satisfy requirements included on the master’s program of studies. Students must receive a grade of B or higher in this coursework used towards the undergraduate degree that will also be counted for graduate credit.

2. The work required for the master’s degree program must be completed within six years from the time of first enrollment in courses which are included in the graduate program of studies.

**Tuition and Financial Aid**

1. For tuition purposes, students will be considered undergraduates until they complete their undergraduate requirements, which should be no later than the end of the fourth year.

2. Once admitted to an Accelerated Program in their junior or senior year, they will continue to be charged at the undergraduate rate and retain eligibility for undergraduate scholarships.

3. After completing all bachelors’ requirements, students must complete the graduation paperwork and have their degree posted. Once the degree is posted they will be granted full graduate status and become eligible for Graduate Assistantships and other graduate financial awards.

**Enrollment**

Because an Accelerated Program student is considered both an undergraduate and a graduate student in Louie, course enrollment requires special attention.
• To enroll in undergraduate courses, the student shall do so under the Undergraduate Career.
• To enroll in graduate courses, the student shall do so under the Graduate Career.

Failure to do this correctly can affect student financial aid; so, the initial enrollment should be supervised by you, the graduate adviser.

The student navigates to Self Service in their Louie Student Center.

Click on **Add a Class** link. The following page will display.

<table>
<thead>
<tr>
<th>my class schedule</th>
<th>class search</th>
<th>add</th>
<th>drop</th>
<th>swap</th>
</tr>
</thead>
</table>

**Add Classes**

**Select Term**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td>Graduate</td>
<td>Northern Arizona University</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>Undergraduate</td>
<td>Northern Arizona University</td>
</tr>
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<td>Winter 2009</td>
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<td>Northern Arizona University</td>
</tr>
</tbody>
</table>
Notice that each Term has a Graduate and Undergraduate option. Select the appropriate Term and Career for the courses in which the student will be enrolling. After completing the enrollment for courses applicable to the first career, return to the Add a Class link to enroll in the courses applicable to the second career.

Select Term

Select a term then click Continue.

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Select Term and Career by clicking on the radio button next to the desired term and career. Click on Continue.

After this selection, follow enrollment instructions for enrolling in that career’s courses.

Ineligibility
1. Students may be ineligible to participate in the Accelerated Program if the G.P.A. in either the undergraduate or graduate coursework drops below a 3.0 or if they fail to demonstrate adequate progress as defined by the academic program.

2. A student may withdraw at any point from an Accelerated Program by informing in writing the respective unit administrators of undergraduate and graduate programs with a copy to the Dean of the Graduate College.

Withdrawal
A student may withdraw at any point from an approved Accelerated Program. To do so, the student shall:
1. In writing, inform the respective administrators of the undergraduate and graduate program;
2. Send a copy of the letter to the Dean of the Graduate College.