**Michigan Technological University**

Graduate School

**Accelerated Master’s Degree Program**

To initiate approval of an Accelerated Master’s Degree Program, please complete this document and send it to the Graduate School (gradschool@mtu.edu). Graduate School staff will review and approve the final document. Following approval, the Graduate School Admissions staff will update the Graduate School webpage with information regarding the Accelerated Master’s Degree Program. See [www.mtu.edu/accelerated/](http://www.mtu.edu/accelerated/) for examples. For full details read [Senate Policy 413.1](https://www.mtu.edu/senate/policies-procedures/list-policies/413.1/)

Graduate programs are responsible for building program-specific websites in their own web space.

**University Requirements**

* The recommended curriculum for an accelerated master's program must be established in advance by each department or program that wishes to offer an accelerated master's program to their students.
* Recommended curricula for accelerated master's programs can allow students to apply up to a maximum of nine of the credits earned while an undergraduate to both their bachelor's and master's degree.
* A maximum of three of the double-counted credits may be research credits. Programs may choose to not allow or limit the double-counting of either coursework or research credits or both.
* Any research credits earned by an undergraduate and applied toward a master's degree must be earned after the student has attained senior-level standing.
* Undergraduate students may not enroll in graduate research courses. Undergraduates who participate in research should enroll in undergraduate research courses.
* Up to a maximum of three credits of undergraduate research earned during the senior year may be substituted for graduate-level research credits if allowed by the graduate program.
* Only students in a research-based (thesis or report option) master's program may apply any undergraduate research credits toward a graduate degree.
* The maximum time to degree for students in an accelerated master's program is 5 years from the time the student is accepted into the program.
* Proposed accelerated master's programs that will result in students earning bachelor's and master's degrees that are both currently offered by Michigan Tech do not have to be reviewed or approved by the University Senate as they do not involve development of new degree programs.
* This policy cannot be used to develop stand-alone accelerated master's programs.
* Each plan for an accelerated master's program must be reviewed by the Graduate School prior to the time it is made available to students. The Graduate School will ensure that the plan conforms to this policy and will make information about programs available to the Graduate Faculty Council and the University Senate and will advertise the programs on the Graduate School website.

**Student Requirements**

* Only students who intend to complete both their bachelor's and master's degrees at Michigan Tech can enroll in an accelerated master's program, with the exception of students participating in a negotiated agreement.
* Students already enrolled in a graduate program may not retroactively use this policy.
* In order to be formally accepted into an accelerated master's program students must apply to and be accepted into the Graduate School at Michigan Tech. Applications will be reviewed by departments and programs according to their normal procedure.
* Students can apply for admission to an accelerated master's program at any time after they attain sophomore-level class standing and up until they are awarded their bachelor's degree.
* Only students with a cumulative GPA of 3.0 or above are eligible to enter an accelerated master's program. Programs may set higher admission requirements. For example, programs may require a cumulative GPA of 3.5 for admission to a research-based (thesis or report option) master's program.
* Students who are accepted to the program will not be allowed to continue if their cumulative undergraduate GPA falls below 3.0. A higher GPA may be required by the program.
* Students must enroll within one semester of receiving their bachelor' s degree.

**Additional Guidelines for Students Participating in Negotiated Agreements**

* Students who are seeking admission to accelerated master's programs through a negotiated agreement will need to apply through the Graduate School's application process and be accepted by the academic programs.
* Students must apply and be accepted before receiving their bachelor's degree at their home institution

Complete the form on the next two pages and return to the Graduate School

The following information will be used to define admission and application requirements for your Accelerated Master’s Degree Program.

**Graduate Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Resume/CV Required:** Yes\_\_\_ No\_\_\_

**2. General GRE Exam:** Required\_\_\_ Not Required\_\_\_ Not Required but Recommended\_\_\_

**3. Letters of Recommendation:** Required (how many?) \_\_\_\_\_ Not Required\_\_\_

**4. Cumulative graduating undergraduate GPA required to enter the Accelerated Master’s Degree Program:**

Enter required GPA \_\_\_\_\_\_\_\_\_\_\_ (3.0 minimum – adjust higher for your program if desired)

**5. Admissions:** Please indicate when students may apply for the Accelerated Master’s Degree Program

 Sophomore Standing \_\_\_ Junior Standing \_\_\_ Senior Standing \_\_\_

**6. Eligible Undergraduate Majors:**

* This Accelerated Master’s Degree Program is open to the following students:

Open to Michigan Tech undergraduate students in any degree program

 Yes\_\_\_ (if “Yes” skip to 7) No\_\_\_ (if “No” complete table below)

Open only to students in the following degree programs (please list all those that apply):

|  |  |
| --- | --- |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

**Please provide a sample curriculum plan for each degree program listed above.**

**7. Additional Admissions or Application Requirements:** Please describe any additional admissions requirements that are not included in this form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Program Options available for Accelerated Master’s Degree** (must currently exist in your program)

**Choose all that apply:** Thesis\_\_\_ Report\_\_\_ Coursework \_\_\_\_

**9. Number of Allowable Course Credits Under “Senior Rule”** (An undergraduate student may take courses that count for a master’s degree while still an undergrad. The maximum number of credits under Senior Rule is 1/3 of non-research credits toward a master’s degree. These may not be double counted and must conform to the requirements of each degree).

1/3 non-research (standard) \_\_\_\_\_ Less than 1/3 (how many?) \_\_\_\_

**10. Number of Approved Double Counted Credits:** 9 (standard) \_\_\_ Less than 9 (how many?) \_\_\_\_

**11. Number of the Double Counted Credits that may be Research Credits:**

 3 (standard) \_\_\_ Less than 3 (how many?) \_\_\_\_

**12. Additional Program Information:** Please describe any additional information or more restrictive requirements that are not included in this form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**13. Sample Curriculum Plans:** Provide a sample curriculum plan for each path of entry and each option offered. Provide sample plans for each of the options: thesis, report and/or coursework options. Provide sample plans for each specific undergraduate major eligible to enter the Accelerated Master’s Degree Program, if there are multiple paths of entry.

Graduate programs that are open to all undergraduate majors should specify specific course numbers or course topics that are eligible for double counting. If the program plans to allow students to suggest courses for double counting to be reviewed and approved on a case-by-case basis, please indicate this. For an example, see [www.mtu.edu/accelerated/masters/business/](http://www.mtu.edu/accelerated/masters/business/) and the Accelerated Tech MBA Policy for an example.

 For sample curriculum plans see Programs list and specific programs [www.mtu.edu/accelerated/](http://www.mtu.edu/accelerated/)

**For Graduate School Use Only:**

\_\_\_\_ Admission information complete

\_\_\_\_ GPA requirements indicated

\_\_\_\_ Eligible degree programs indicated

\_\_\_\_ Allowable “Senior Rule” credits indicated

\_\_\_\_ Number of approved double-counted credits indicated

\_\_\_\_ Number of approved double-counted research credits indicated

\_\_\_\_ Sample Curriculum included for each degree program

Approved by Graduate School Staff: Yes / No Date: by:

If the application is not approved, please provide details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_