



ABOUT THIS FORM

This form is intended for use by Advanced Dual Degree (formerly known as CADP: Combined Advanced Degree Program) program students who have fully completed the undergraduate portion of their ADD, and who wish to move into the graduate portion of the program. Students should complete, sign, and submit this form to their graduate ADD Advisor to begin the transition process. The graduate ADD Advisor will review, sign, and forward the completed form to the Registrar (registrarassist@rowan.edu) for processing. If completed, signed, and submitted properly, this form will trigger the following actions:

- formal approval for admission into the *graduate* portion of the ADD (by the ADD Advisor/Department);
- official acceptance of the offer of admission into the graduate portion of the ADD (by the student);
- official change of program/major/level and matriculation into the graduate portion of the ADD (by the Office of the University Registrar once all appropriate grades are recorded and this form is forwarded by the ADD Advisor to that office);
 - This also officially creates a graduate student record and transcript for the student.
- official transferring of graduate credits taken while in the undergraduate portion of the ADD to the student’s new graduate student record (by the Registrar’s Office once all appropriate grades are recorded).

Other than this completed form, no additional admission letter, matriculation form, change of major request form, or transfer credit request form is required, however, all grades for the final undergraduate term must be established before this form can be processed.

PART I: STUDENT INFORMATION *(to be completed by student)*

First name:	Last name:
Rowan ID#:	Birthdate (mm/dd/yyyy):
Email address: ¹	Preferred phone number:

PART II: PROGRAM IDENTIFICATION & INFORMATION


To ensure that you are placed into the correct program, please use the chart found here: <https://sites.rowan.edu/registrar/cadp/cadpmasterchart.html> as a reference for all active programs.

Accelerated Dual Degree program name:	
ADD undergraduate program degree type: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> other _____	ADD graduate program degree type: <input type="checkbox"/> MA <input type="checkbox"/> MBA <input type="checkbox"/> MS <input type="checkbox"/> other _____
Undergraduate program name:	Graduate program name:
Total <i>UG</i> credits earned as of student signature date: _____	Cumulative GPA as of student signature date: _____
Total <i>GR</i> credits earned as of student signature date: _____	
Graduate level ADD Start/Accepted Term & Year: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____	

PART III: STUDENT REQUEST FOR TRANSITION TO GRADUATE PROGRAM & SIGNATURE

(to be completed by student)

Official Student Request & Signature: *By my signature below, I verify that I have met with my undergraduate and graduate ADD Advisors and I believe I have satisfied all the requirements necessary to fully complete the undergraduate portion of my program. Via this form, I am requesting official admission and matriculation into the graduate portion of the ADD. I am further requesting an official transfer of my graduate credits, taken while an undergraduate, to my new graduate record. I understand that while the credits will transfer to my graduate record, the grades will not, nor will the grades be factored into my graduate GPA. If approved for admission, I understand that my signature is also serving as my acceptance of any offer of admission and matriculation.*

 Student Name	Signature	Date

¹ Per Rowan policy, all official communication will be sent to official Rowan University email address.

PART IV: GRADUATE ADMISSION DECISION (to be completed by the graduate ADD Advisor)

By my signature and appropriate decision below, I verify the formal graduate admissions committee decision for the student and graduate ADD identified on this form.

Formal approval for admission into graduate portion of ADD** (*Advisor should then complete part V of this form with student.*)

At this time, I am approving this student to be formally admitted to the graduate portion of the ADD and, given the student's acceptance, ask that the Office of the University Registrar update his/her record and matriculate the student into the graduate portion of the ADD.

Formal denial for admission into graduate portion of ADD

I confirm that I am denying admission into the graduate portion of the ADD. I have notified the student of this decision, and via this form, I request that the Office of the University Registrar change the student's program code back to the original/non-ADD undergraduate program. I will direct the student to reach out to the appropriate undergraduate Advisor regarding completion of the regular undergraduate degree program.



Graduate ADD Advisor Name

Signature

Date

****Note: Please do not forward this document to the Registrar until all grades are in and the undergraduate portion is 100% complete/verified. We are not able to create a graduate record for a student, transfer credits, or allow additional graduate registration until these are complete and noted on this signed form.****

PART V: TRANSFER OF GRADUATE CREDITS EARNED AS UNDERGRADUATE STUDENT

(to be completed by student and approved/verified by graduate ADD Advisor)

Term and Year (ex: Fall 2016)	Subject & Course # (ex: SPED 08360)	Course Title	Credits	Official Grade	Registrar confirm of grade on date/by
<i>Total Credits (cannot total more than 12 for most programs):</i>					

By my signature below, I confirm that the courses listed in the chart above should double-count for the undergraduate and graduate ADD degrees, and be transferred to the graduate record for the student provided that a grade of "B" or better was earned for each course.



Graduate ADD Advisor Name

Signature

Date

Questions and completed forms can be sent to registrarassist@rowan.edu.