



Accelerated Dual Degrees (ADDs): What are They and How do They Work?

WHAT IS AN ACCELERATED DUAL DEGREE?*

Accelerated Dual Degree programs combine a Rowan University undergraduate Bachelor's degree with a graduate-level degree. Students typically work on an accelerated track, and are also permitted to double-count up to 12 sh/credits toward both degrees, and pay the undergraduate rate for those 12 credits, saving students both time and money as they work toward their educational goals.

ADMISSIONS/ACCEPTANCE

Depending on the program, first-year students are accepted through the Common/Transfer Application (not available for all programs), or current students apply directly through the appropriate College/Program Coordinator. Once accepted, a completed ADD "Student Agreement & Confirmation Form" must be submitted to the Office of the University Registrar. This will ensure that the correct coding – indicating an ADD – is on all Banner records. The student coding, as pre-determined by the Agreement and Curricula process, determines all associated charges.

Note: The required Student Agreement & Confirmation Form will be in addition to any internal forms the academic departments may require. Internal departmental documents/contracts should provide details about coursework, timeline for completion, minimum requirements, any internships/field experience/practicum hours etc. and any additional fees.

UNDERGRADUATE COURSEWORK*

Students will meet with their appropriate advisor(s) and self-register for all undergraduate coursework as required. In their final undergraduate year (often their 4th year), students can take up to 12 graduate-level credits while still registered as an undergraduate. They will be charged undergraduate tuition and fees for those graduate credits. Students will not be able to self-register for graduate-level coursework and must be manually registered by the Office of the University Registrar. ADD Advisors will request manual registration for ADD students. **Students in an ADD cannot also use Senior Privilege to take additional graduate coursework as an undergraduate student above the 12 graduate credits (or otherwise, as determined by the specific ADD agreement) permitted as part of the ADD.** Students should apply for graduation from the undergraduate portion of their ADD for the term in which they expect to complete all undergraduate program requirements.

TRANSITIONING TO THE GRADUATE PROGRAM/MAJOR*

At the end of a student's final undergraduate year, if a student is approved and permitted to enter the graduate portion of their program, a completed ADD "Transfer & Transition Form" must be submitted to the Office of the University Registrar, even if the student has submitted a graduation application for the undergraduate portion of their ADD. Once received, the student's record will be updated to the approved graduate major. This form will also trigger the transfer of the graduate credits, taken while an undergraduate, to the graduate record/transcript. Per Rowan's official transfer policy, only the courses transfer. Therefore, the grades earned for the up to 12 credits taken as an undergraduate student in the ADD will not transfer and will not be calculated into the graduate cumulative GPA. At this point, students will be able to self-register for their graduate coursework.

**Not every ADD leads to two degrees and not every ADD allows 12 credits to double-count toward both the undergraduate and graduate transcripts. Additionally, some ADDs follow different degree awarding timelines and tuition models. Please refer to the academic department(s) which houses your particular ADD to discuss program requirements, timing, and benefits.*

GRADUATING FROM AN ADD*

Students should apply for graduation from the undergraduate portion of their ADD for the term in which they expect to complete all *undergraduate* program requirements. Then, they should apply for graduation a second time, for the term in which they expect to complete all *graduate* program requirements.

Note: Prior to the Spring 2021 term, ADD students were awarded both their undergraduate and graduate degrees at one time, at the end of the entire ADD.

IMPORTANT NOTES

- All ADD student records will be maintained and updated within the Office of the University Registrar.
- ADD forms are required for auditing purposes and to alter student records.
- Student cannot enter a ADD via a “Change of Major” (online form or email) request.
- Students that have difficulty self-registering for courses – aside from the level restriction – will be directed to request a waiver from the course professor/department.
- It is important to note that students in education ADDs will not be considered education majors until they are active in their graduate major – this may impact Financial Aid, grants, CPoS, etc.
- Although ADD students apply twice for graduation* (undergraduate, and then graduate level), they will pay only one graduation fee.
- If at any point, it is determined that the student cannot successfully continue in an ADD, the program coordinator/advisor will inform the University Registrar and a traditional, alternate undergraduate program will be determined and updated on all student records.

IMPORTANT CONTACTS

Office name.	What questions they can answer	Contact person	Email address	Phone number
University Registrar	ADD forms, student records, course registration, graduation	Jena Mazzio, <i>Project Coordinator</i>	registrarassist@rowan.edu	856-256-4308
Bursar	Student bills, payment plans, program fees & charges	Ann Fulton, <i>Accounting & Bursar Services</i>	fultona@rowan.edu	856-256-4152
Financial Aid	Payment assistance, aid/loan options	Diane Brown, <i>Associate Director</i>	browndm@rowan.edu	856-256-4500 x53437

All ADD-related forms can be found on the Registrar’s website at:
<https://sites.rowan.edu/registrar/cadp/combination-degree.html>

CONTACT US

856.256.4350

registrarassist@rowan.edu

rowan.edu/registrar

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