### ABOUT COMBINED ADVANCED DEGREE PROGRAMS (CADPs)

Combined Advanced Degree Programs (formerly known as 4+1) combine a Rowan University undergraduate Bachelor’s degree\(^1\) 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!

### Know Your CADP Type

There are currently four types of Combined Advanced Degree Programs (CADPs), and each program is connected to certain academic department(s) and corresponding Coordinators/Advisors who will be your guides throughout the process. The chart below identifies the four types of programs and the key differences between each.

<table>
<thead>
<tr>
<th>CADP Type</th>
<th>Admission(^2)</th>
<th>Tuition Costs</th>
<th>Advising</th>
<th>Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Discipline CADP</td>
<td>Single-Discipline CADPs are for currently-matriculated Rowan students only. Students typically apply in the spring of their Junior year directly to the Admission Coordinator from the Academic department in which the program is located. (See Contact &amp; Program Chart.)</td>
<td>Students will pay the undergraduate rate for coursework while enrolled in the undergraduate program code (typically, the first 4 years), and pay the graduate rate for coursework while enrolled in the graduate program code (typically, the “+1” year)</td>
<td>In Single-Discipline CADPs, students typically work with one Coordinator/Advisor and both the undergraduate and graduate degrees are offered within one discipline/academic area.</td>
<td>Successful completion of the entire program, along with Advisor approval at the degree audit stage, will result in the awarding of both the undergraduate &amp; graduate degrees. However, per CADP policy, and given the overlap in credits, both degrees are awarded upon completion of the graduate program. (Any applicable certifications will also depend upon completion of the graduate program.) While students may apply to walk in the Spring Commencement Ceremony that corresponds with the completion of their undergraduate degree, they do not apply to graduate at that time, and official conferral of the degrees will not take place until the completion of both degrees, at which time the student may, if they choose, participate in the Spring Commencement Ceremony once more and walk with their graduate program.</td>
</tr>
<tr>
<td>Double-Discipline CADP</td>
<td>With the exception of the International Studies/Business and the Physics/Data Analytics programs, Double-Discipline CADPs are open to both currently-matriculated Rowan students and new freshmen students. Students interested in the International Studies/Business or Physics/Data Analytics programs should apply during their junior year. For all other Double-Disciplines, students may apply either during initial admission using the Common Application, or during a fall, spring, or summer term afterwards up to the fall of their junior year. Applications for current students are typically due by the 50% point of the term, and should be submitted directly to the Admission Coordinator for the CADP. (See Contact &amp; Program Chart.)</td>
<td></td>
<td>In Double-Discipline CADPs, students typically work with two Coordinators/Advisors from two different disciplines/academic areas. They will work with both the undergraduate Advisor as well as the graduate-level Advisor, throughout the program, in order to ensure they are properly completing and passing any requirements necessary at any stage of enrollment since some requirements/benchmarks/testing may begin prior to graduate enrollment.</td>
<td></td>
</tr>
<tr>
<td>Professional CADP</td>
<td>Professional CADPs are open to both currently-matriculated Rowan students and new freshmen students. Students may apply either during initial admission using the Common Application, or during a fall, spring, or summer term afterwards up to the fall of their junior year. Applications for current students are typically due by the 50% point of the term, and should be submitted directly to the Admission Coordinator for the CADP. (See Contact &amp; Program Chart.)</td>
<td>Professional CADP students will pay the undergraduate rate for the entire program, regardless of program code level.</td>
<td>In Professional CADPs, students typically work with one advisor on both the undergraduate and graduate program.</td>
<td>While Professional CADPs combine coursework at both levels, they typically lead directly to a graduate degree, and usually will not award an undergraduate/Bachelor’s degree. Conferral of the one graduate degree will take place upon completion of all requirements, and students will apply to graduate during the term they will complete, at which time the student may, if they choose, participate in the Spring Commencement Ceremony and walk with their graduate program.</td>
</tr>
</tbody>
</table>

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\(^1\) Professional CADPs typically lead only to a graduate-level degree since the profession dictates there should be no undergraduate degree.

\(^2\) Students should work directly with the academic department on application procedures, materials, eligibility requirements, and deadlines. Students are evaluated for graduate work using the same criteria applied to all graduate-level applicants.
## External CADP

External CADPs vary greatly depending upon the articulation agreement in place. Students should reach out to their academic department directly to learn of any options and associated details. External CADPs are typically for currently-matriculated Rowan students only, and the graduate coursework is typically completed outside of Rowan University and then transferred back to RU. In order to allow proper coding and coordination/posting of any expected transfer credits, students must notify the Registrar’s Office of their participation in an External CADP prior to any enrollment outside Rowan University.

External CADP students will typically pay the RU undergraduate rate while enrolled in the undergraduate program code. Costs while enrolled in graduate coursework should be outlined in the External CADP agreement, and/or by the CADP Coordinator/Advisor.

In External CADPs, students typically work with two Coordinators/Advisors from two different disciplines/academic areas and possibly two different institutions. Details should be outlined in the External CADP agreement, and/or by the CADP Coordinator/Advisor.

External CADPs vary greatly depending upon the articulation agreement in place. Typically, undergraduate degrees are conferred by Rowan University, but they may include transferred coursework from the external institution per a pre-existing agreement. Usually, the graduate degree is awarded by the external institution and not RU. Again, students should reach out to their academic department directly to learn of any options and associated details, which must be shared with the Registrar in writing by the RU CADP Coordinator/Advisor prior to the student’s final term, so proper instructions and coding for graduation application and degree conferral may be shared.

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### CONTACT & PROGRAM CHART (sorted by program type and then alphabetical order by Academic Department)

The Combination Advanced Degree Programs are coordinated and administered via a partnership between academic departments offering the program(s) and the Office of the University Registrar. Contact information for each is below. Additional CADP programs may become available, and this form will be updated as needed.

**Office of the University Registrar,**

Rowan University, Savitz Hall, Suite 121, 201 Mullica Hill Road, Glassboro, NJ 08028

PH: 856-256-4350; Email: registrarassist@rowan.edu for the Registrar Services Team

<table>
<thead>
<tr>
<th>CADP Type</th>
<th>Admission³</th>
<th>Tuition Costs</th>
<th>Advising</th>
<th>Degree Conferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>External CADP</td>
<td>External CADPs vary greatly depending upon the articulation agreement in place. Students should reach out to their academic department directly to learn of any options and associated details. External CADPs are typically for currently-matriculated Rowan students only, and the graduate coursework is typically completed outside of Rowan University and then transferred back to RU. In order to allow proper coding and coordination/posting of any expected transfer credits, students must notify the Registrar’s Office of their participation in an External CADP prior to any enrollment outside Rowan University.</td>
<td>External CADP students will typically pay the RU undergraduate rate while enrolled in the undergraduate program code. Costs while enrolled in graduate coursework should be outlined in the External CADP agreement, and/or by the CADP Coordinator/Advisor.</td>
<td>In External CADPs, students typically work with two Coordinators/Advisors from two different disciplines/academic areas and possibly two different institutions. Details should be outlined in the External CADP agreement, and/or by the CADP Coordinator/Advisor.</td>
<td>External CADPs vary greatly depending upon the articulation agreement in place. Typically, undergraduate degrees are conferred by Rowan University, but they may include transferred coursework from the external institution per a pre-existing agreement. Usually, the graduate degree is awarded by the external institution and not RU. Again, students should reach out to their academic department directly to learn of any options and associated details, which must be shared with the Registrar in writing by the RU CADP Coordinator/Advisor prior to the student’s final term, so proper instructions and coding for graduation application and degree conferral may be shared.</td>
</tr>
</tbody>
</table>

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³ Students should work directly with the academic department on application procedures, materials, eligibility requirements, and deadlines. Students are evaluated for graduate work using the same criteria applied to all graduate-level applicants.
### Contact & Program Chart Continued:

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>CUSP Coordinator/Advisor</th>
<th>Program Type</th>
<th>Program Name</th>
<th>Degrees</th>
<th>Undergrad program code: major code</th>
<th>Graduate program code: major code</th>
<th>Admission Entry Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science (BS)/MA STEM</td>
<td>Undergraduate/BIO: Mike Grove <a href="mailto:grove@rowan.edu">grove@rowan.edu</a> Graduate/STEM: Issam Abi-El-Mona <a href="mailto:abi-el-mona@rowan.edu">abi-el-mona@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BS Biological Science/MA in STEM Education</td>
<td>Bachelor of Science and Master of Arts</td>
<td>BSMA-BISC: 0406</td>
<td>MABS-BISC: G851</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>Chemistry/MA STEM</td>
<td>Undergraduate/CHEM: Subash Jonnalagadda <a href="mailto:munshara@rowan.edu">munshara@rowan.edu</a> Graduate/STEM: Issam Abi-El-Mona <a href="mailto:abi-el-mona@rowan.edu">abi-el-mona@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA Chemistry/MA in STEM Education</td>
<td>Bachelor of Arts and Master of Arts</td>
<td>BAMA-CHEM: 1911</td>
<td>MABA-CHEM: G850</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>English/MST</td>
<td>Undergraduate/ENGL: Joe Coulombe <a href="mailto:coulombe@rowan.edu">coulombe@rowan.edu</a> Graduate/MST: Ray Foley <a href="mailto:Foley@rowan.edu">Foley@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA English/MST in Education</td>
<td>Bachelor of Arts and Master of Science in Teaching</td>
<td>BAMST-ENGL: 1500</td>
<td>MSTBA-ENGL: G486</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>History/MST</td>
<td>Undergraduate/HIST: William Carrigan <a href="mailto:carrigan@rowan.edu">carrigan@rowan.edu</a> Graduate/MST: Ray Foley <a href="mailto:Foley@rowan.edu">Foley@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA History/MST in Education</td>
<td>Bachelor of Arts and Master of Science in Teaching</td>
<td>BAMST-HIST: 2202</td>
<td>MSTBA-HIST: G486</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>International Studies/ Business</td>
<td>Undergraduate/IS: Kelly Duke Bryant <a href="mailto:duke-bryan@rowan.edu">duke-bryan@rowan.edu</a> Graduate/MBA: Jennifer Maden <a href="mailto:mba@rowan.edu">mba@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA in International Studies/MBA</td>
<td>Bachelor of Arts and Master of Business Administration</td>
<td>BAMBA-INTEMA: 2222 (Int'l. Studies with required specialization, F224, Int. Business &amp; Economics)</td>
<td>MBABA-INTEBA: G510</td>
<td>Spring of Junior UG year</td>
</tr>
<tr>
<td>Math Education/ MA STEM</td>
<td>Undergraduate/MATH: Dex Whittinghill <a href="mailto:whittinghill@rowan.edu">whittinghill@rowan.edu</a> Graduate/STEM: Issam Abi-El-Mona <a href="mailto:abi-el-mona@rowan.edu">abi-el-mona@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA Mathematics/MA in STEM Education</td>
<td>Bachelor of Arts and Master of Arts</td>
<td>BAMA-MATH: 1706</td>
<td>MABA-MATH: G487</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>Physics/MA STEM</td>
<td>Undergraduate/PHYS: David Klassen <a href="mailto:klassen@rowan.edu">klassen@rowan.edu</a> Graduate/STEM: Issam Abi-El-Mona <a href="mailto:abi-el-mona@rowan.edu">abi-el-mona@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA in Physics/MA in STEM Education</td>
<td>Bachelor of Arts and Master of Arts</td>
<td>BAMA-PHYS: 1915</td>
<td>MABA-PHYS: G488</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>Physics/Data Analytics</td>
<td>Undergraduate/PHYS: David Klassen <a href="mailto:klassen@rowan.edu">klassen@rowan.edu</a> Graduate/Data Analytics: Tony Breitzman <a href="mailto:Breitzman@rowan.edu">Breitzman@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BS in Physics/MS in Data Analytics</td>
<td>Bachelor of Science and Master of Science</td>
<td>BSMS-PHYSDAT: 1920</td>
<td>MSBS-PHYSDAT: G708</td>
<td>Spring of Junior UG year</td>
</tr>
<tr>
<td>Spanish/MST</td>
<td>Undergraduate/SPAN: Marilyn Manley <a href="mailto:manley@rowan.edu">manley@rowan.edu</a> Graduate/MST: Ray Foley <a href="mailto:Foley@rowan.edu">Foley@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA Spanish/MST in Education</td>
<td>Bachelor of Arts and Master of Science in Teaching</td>
<td>BAMST-SPAN: 1100</td>
<td>MSTBA-SPAN: G486</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>Theater/MST</td>
<td>Undergraduate/TEATR: Liz Hostetter <a href="mailto:hostetter@rowan.edu">hostetter@rowan.edu</a> Graduate/MST: Ray Foley <a href="mailto:Foley@rowan.edu">Foley@rowan.edu</a></td>
<td>Double-Discipline</td>
<td>BA Theater/MST in Education</td>
<td>Bachelor of Arts and Master of Science in Teaching</td>
<td>BAMST-THEATR: 1015</td>
<td>MSTBA-THEATR: G486</td>
<td>Prior to freshman year OR by the 50% point of any term</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>Robert Sterner <a href="mailto:sterne@rowan.edu">sterne@rowan.edu</a></td>
<td>Professional</td>
<td>MS in Athletic Training</td>
<td>Graduate degree only: Master of Science</td>
<td>PREPRO-MSAT: 0828</td>
<td>MSAT-PREPRO: G838</td>
<td>Up to 50% of any term</td>
</tr>
</tbody>
</table>

### SUMMARY OF PROCESS

1. **Discuss** accelerated/combination degree options with your academic discipline/department of interest.
2. **Apply** to the undergraduate portion of CUSP, following specific instructions and deadlines.
3. **Admission Notification** (including admit packet for admitted students) is sent to students regarding admission and next steps.
4. **Accept with Student Agreement:** If admitted and you plan to enroll, **accept the offer of admission** to the CUSP by submitting the signed Student Agreement Form by the deadline instructed. (Managed by Rowan Admissions if freshmen admit for certain CUSPs.)
5. **Matriculation Packet sent to Registrar** by CUSP Admissions Coordinator (including Student Agreement).
6. Registrar archives materials and officially codes/matriculates student into the undergraduate portion of CADP and sends confirmation email to student and CADP Coordinator(s)/Advisor(s). (Performed by Rowan Admissions if freshmen admit for certain CADPs.)

7. Meet with CADP Coordinator(s)/Advisor(s) to review requirements, Program Guides, and registration plans.

8. Register yourself for undergraduate work: Students will register themselves for CADP undergraduate coursework in consult with CADP Coordinator/Advisor.

9. Registrar will manually register you for up to 12 sh of graduate work as approved and requested by CADP Coordinator(s)/Advisor(s) and send confirmation email to student and CADP Coordinator(s)/Advisor(s).

10. Submit Transition & Transfer Request Form to CADP Coordinator(s)/Advisor(s) for formal review/admission to graduate portion.

11. Complete all undergraduate requirements and have all grades posted.

12. “Transition Form” submitted by CADP to Registrar (if admitted to graduate portion).

13. Registrar archives materials and officially codes/matriculates student into the graduate portion of CADP and sends confirmation email to student and CADP Coordinator(s)/Advisor(s).

14. Meet with CADP Coordinator(s)/Advisor(s) to review requirements, Program Guides, and registration plans.

15. Register yourself for graduate work: Students will register themselves for CADP graduate coursework in consult with CADP Coordinator/Advisor.

16. (Once all grades are submitted for undergrad program, and if already approved by academic dept.), Registrar performs transfer of up to 12 sh of graduate work to newly-created graduate record, ensures credits apply to both undergraduate and graduate record/transcripts, and sends confirmation email to student and CADP Coordinator(s)/Advisor(s).

17. Apply to graduate from entire CADP (undergraduate & graduate). When near completion of the entire CADP, apply to graduate from graduate-level CADP.

18. Participate in the annual commencement Ceremony if you choose.

19. Degrees awarded & diplomas sent: If approved for graduation by your CADP Coordinator(s)/Advisor(s), all credentials that were included in the CAPD program in which you were matriculated would be officially awarded/posted on your transcript and diplomas sent by the Registrar.

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All Registrar forms mentioned in this document can be found at [www.rowan.edu/registrar](http://www.rowan.edu/registrar) under “Forms.”

**Policies & Procedures**

(Each program may have different policies, procedures, timelines, etc. See the CADP Coordinator/Advisor in the appropriate academic department for questions about exact forms, dates & deadlines, and any questions.)

1. **Discuss** accelerated/combination degree options with your academic discipline/department of interest and determine if/when you might meet eligibility requirements.
   a. **Timeline/Deadline:** Prior to freshman year and during freshman and sophomore years:
      i. **While all students** may begin investigation into CADPs, actual application as freshmen is only permitted for Double-Discipline* or Professional CADPs (see “Apply” below.)

2. **Apply** to the CADP of interest, following their specific instructions and deadlines.
   a. **Timeline/Deadline:** Prior to freshman year OR by the 50% point of any term (other than winter) for Double-Discipline* or Professional CADPs up to and including the fall of junior year.
      i. If prior to freshman year, apply using Rowan University application/admission forms obtained from Common App or [www.rowan.edu/admissions](http://www.rowan.edu/admissions).
      ii. If already a current student, apply to the CADP program of your choice directly to/through the Admissions Coordinator for the CAPD as outlined on the “Contact & Program Chart.” Exact deadlines will be shared by that Admissions Coordinator.
   b. **Timeline/Deadline:** By the spring of junior year for Single-Discipline or External CADPs.
      i. As a current student, apply to the CADP program of your choice directly to/through the academic department in which the CAPD is housed. Exact deadlines will be shared by that academic department.

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**Required form(s)/email at this stage: Student submits application materials.**

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3. **Notification** is sent to students regarding admission and next steps. If admitted, you will be sent or directed to an “admit packet” that includes your formal letter of admission, this CADP Information Packet for Students & Staff, and the CADP Student Agreement Form.
   a. **Timeline/Deadline:** Typically, by the end of the term in which you applied (other than winter) for most Double-Discipline or Professional CADPs up to and including the fall of junior year.
      i. If prior to freshman year, notification is sent on a rolling basis by the main Rowan Admissions Office, but that notification should include instructions regarding the academic and administrative expectations of the CADP to which you applied, and how/when to return a special Student Agreement.
      ii. If already a current student, notification is sent by the Admissions Coordinator for the CAPD as outlined on the “Contact & Program Chart.” That notification should include instructions regarding the academic and administrative expectations of the CADP to which you applied, and how/when to return the special Student Agreement.
   b. **Timeline/Deadline:** By the middle/end of the spring term of junior year for Single-Discipline or External CADPs.
      i. Notification of admission into the CADP program comes from the academic department, and usually occurs before registration is over for your upcoming senior year/fall term. That notification should include instructions regarding the academic and administrative expectations of the CAPD to which you applied, and how/when to return the special Student Agreement.

*The IS/MBA and the Physics/Data Analytics Double-Discipline CADPs are not open to freshmen students. Students interested in these programs should apply during their junior year.*
4. (If admitted and you plan to enroll), accept the offer of admission to the CDP by submitting the signed Student Agreement Form to the Admissions Coordinator of your undergraduate level CDP by the deadline as instructed.
   
   a. Timeline/Deadline: Prior to freshman year with Rowan Admissions for most Double-Discipline or Professional CDPs OR
   
   b. Timeline/Deadline: Within one week of the date your received admission as a current student for all four CDPs.

   *Note: For Double-Discipline CDPs, the undergraduate Admissions Coordinator is responsible to forward this completed/sign form to the graduate Admissions Coordinator to notify them and so they may keep the form with their student records.

5. CAPD Department/Admissions Coordinator sends “matric packet” to Registrar: Upon receipt of the Student Agreement, the Admissions Coordinator for the CDP will note your acceptance, keep a copy of your materials for their advising file, and submit your admission materials along with the signed Student Agreement Form to the Registrar. (This is called the “matric packet.”) (For freshman applicants to the Double-Discipline or Professional CDPs, Rowan Admissions will retain the admission materials.)

   a. Timeline/Deadline: Within a week or so after receipt of student acceptance/official signed Student Agreement Form for all CDPs for current students.

6. Registrar performs official coding/matrículation into undergraduate portion of CDP and sends Matriculation confirmation email: (or similar confirmation) Upon receipt of the “matric packet,” the Registrar will properly code the student into the undergraduate CDP to allow registration, will archive admission materials, and send a confirmation of these processes to the student and copy the host academic department/Admissions Coordinator. (For freshman applicants to the Double-Discipline or Professional CDPs, Rowan Admissions will manage admission archiving, notify the academic department – via regular admission lists, and also code the student into the undergraduate CDP directly into the system.)

   a. Timeline/Deadline: Typically, within a week or so after receipt of student acceptance/official signed Student Agreement Form for all CDPs for current students.

7. Meet with your CDP Coordinator(s)/Advisor(s): Once you receive your undergraduate matriculation confirmation email from the Registrar, you are ready to make an appointment to see your CDP Coordinator/Advisor to review your registration plan and other program requirements. (Those students in the Double-Discipline CDPs, will need to meet with their two advisors at this time.)

   a. Timeline/Deadline: For freshman applicants to the Double-Discipline or Professional CDPs, they will meet with Advisors during their mandatory orientation prior to the start of their first term.
   
   b. Timeline/Deadline: For current students, they should schedule an appointment to see their CDP Advisor(s) ASAP after they receive the undergraduate matriculation confirmation email.

8. Register for your undergraduate courses for your first CDP term: Once you know your registration plan and other program requirements from your CDP Coordinator/Advisor, you may register yourself for any undergraduate coursework for the upcoming term following the specific CDP Program Guide and during the period that allow registration for your student classification.

   a. Timeline/Deadline: For freshman applicants to the Double-Discipline or Professional CDPs, the Admissions Coordinator for that CDP should send/include coursework to the Registrar/Advising as part of the internal Freshman Instruction Guide (FIG) Process, so that proper manual registration on your behalf for first term freshmen courses can and will take place the summer before you begin. Any course/schedule adjustments can be made at your mandatory orientation with your advisor.

9. Continue to meet with your CDP Coordinator(s)/Advisor(s) and continue to register yourself for your undergraduate courses according to outlined Program Guides.
Manual graduate-level registration during undergraduate matriculation: Depending upon your academic department’s requirements, you will be expected to take up to 12 graduate credits during your senior/final year of undergraduate work. In order to ensure that transcripts, grading, and billing remains at the undergraduate level for these 12 credits, you must be manually registered for any graduate-level coursework by the Registrar. To trigger the manual registration, the CADP Coordinator/Advisor should email registrarassist@rowan.edu the registration information request including student name, ID, term, and proper CRNs/course names.

a. Timeline/Deadline: As early as registration opens for the student classification in question, but before the term for which registration is being performed begins.

Required form(s)/email at this stage: CADP Coordinator(s)/Advisor(s) work together to email the requested graduate-level coursework to the Registrar for manual registration. (Typically emailed by graduate level Coordinator.)

11. Graduate registration confirmation email sent by Registrar: The Registrar will send a confirmation email to the student after the manual graduate-level registration has been performed and copy both** the undergraduate & graduate CADP Coordinator(s)/Advisor(s) on that email.

a. Timeline/Deadline: Registration is typically performed between 24-48 hours after receiving the email request and the confirmation email will typically be sent no later than another 24-48 hours after that.

Required form(s)/email at this stage: Registrar sends manual graduate registration confirmation email to student and both** CADP Coordinators/Advisors.

(***if applicable)

12. Submit the “CADP Transition & Transfer Request Form” (Transition Form) FIRST to your undergraduate CADP Admissions Coordinator for review. This form will trigger your undergraduate CADP Coordinator and the academic department to evaluate your academic progress and determine if you have properly completed the undergraduate portion. Once this is determined and the form is signed, the undergraduate CADP Admissions Coordinator will forward (if necessary) the Transition Form to the graduate-level CADP Admissions Coordinator, who will evaluate your record and determine your preparedness for formal admission into the graduate coursework/program and then submit the fully signed form to the Registrar (copying the UG Admissions Coordinator once more).

a. Timeline/Deadline: submit when you are near-completion of undergraduate requirements – typically early March of your final/senior undergraduate year – but can vary by program type.

i. The graduate-level review will match the evaluative process applied by the academic department to students who apply directly to the same graduate program.

ii. For formal admission to the graduate-level, all students must earn at least a B/3.0 grade on all graduate-level work taken as an undergraduate in order for that course to count toward the graduate program and transfer to the official graduate record.

iii. If all grades are not in at the time the Transition Form is submitted, your admission into the graduate portion of the CADP program will be conditional pending final grades and official matriculation may be delayed. (If this is so, this should be shared with the student by the CADP Coordinator/Advisor, and a statement addressing this should be included on the Transition Form by the CADP Coordinator/Advisor before signing and forwarding to the Registrar.)

iv. The student signature on the Transition Form signifies that, if approved by the academic department, you automatically accept the offer of admission into the graduate portion of the program.

Policy Note: Admission to the graduate level of the CADP is not guaranteed.

Required form(s)/email at this stage: Student completes their portion and submits Transition & Transfer Request Form to CADP Undergraduate Admissions Coordinator who then forwards to Graduate Admissions Coordinator.

13. Complete undergraduate requirements and transition to official entry and matriculation into the graduate program: All requirements for your undergraduate degree must be completed by the end of your senior year before official approval can be granted to begin the graduate portion. You are not allowed to register for any required undergraduate work required for your undergraduate degree during your graduate matriculation. For these reasons, it is very important you work closely with your CADP Coordinator(s)/Advisor(s) on your registration and requirements throughout your program.

a. Timeline/Deadline: completion of undergraduate requirements typically takes place in the final/senior undergraduate year, but can vary by program type.

Policies & Procedures Continued:

Complete undergraduate requirements and transition to official entry and matriculation into the graduate program:

i. If you are approved for transition into the graduate portion of the CADP, your CADP Admissions Coordinator(s) will complete and sign the appropriate sections of the Transition Form and submit it to the Registrar.

ii. Those in the Double-Discipline CAPDs will need signatures and approvals from both CADP Coordinators/Advisors before forwarding the form to the Registrar. (Typically this is managed by the CADP Admissions Coordinators (Also see #12.)

iii. Each academic department will also keep a copy of the Transition Form and add it to their advising file.

Policy Note about CADP degree conferral: Applying for graduation is possible at the end of each term; however, Rowan only holds one Commencement Ceremony each year in the spring term. Successful completion of the entire program, along with Advisor approval at the degree audit stage, will result in the awarding of both the undergraduate (if applicable) & graduate CADP degrees. However, per CADP policy, and given the overlap in credits, both degrees are awarded upon completion of the undergraduate program. (Any applicable certifications will also depend upon completion of the graduate program.) While students may apply to walk (and with honors if otherwise eligible) in the Spring Commencement Ceremony that corresponds with the completion of their undergraduate degree, they do not apply to graduate at that time, and official conferral of the degree will not take place until the completion of both degrees, at which time the student may, if they choose, participate in the Spring Commencement Ceremony once more and walk with their graduate program.

Required form(s)/email at this stage: If approved, CADP graduate-level Admissions Coordinator forwards completed and signed Transition Form to Registrar.
14. **Registrar performs official coding/matriculation into graduate portion of CADP and sends Matriculation confirmation email:** Upon receipt of the completed and fully-signed Transition Form, the Registrar will properly code the student into the graduate CADP to allow registration, will archive transition materials, and send a confirmation of these processes to the student and copy the host academic department/Admissions Coordinator(s).

   a. **Timeline/Deadline:** Typically, within a week or so after receipt of the signed Transition Form for all CADPs for current students.

   i. The Transition Form is a very important multi-purpose form that officially replaces any need for another admission letter, change of program form, or matriculation form. It also triggers the process for transferring your (up to 12) graduate credits (taken while in the undergraduate portion of the CADP), to your official graduate record. (See #17 in this document for details.)

   **Policy Note:** If you are applying for federal aid, remember to submit your FAFSA as a graduate student at this time.

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**Required form(s)/email at this stage: Registrar sends graduate coding/matriculation confirmation email to student and CADP Coordinators/Advisors.**

15. **Meet with your CADP graduate-level Coordinator(s)/Advisor(s):** Once you receive your graduate-level matriculation confirmation email from the Registrar, you are ready to make an appointment to see your graduate-level CADP Coordinator/Advisor (if you have not done so already) to review your graduate registration plan and other program requirements.

   a. **Timeline/Deadline:** As soon as possible after you have received the graduate matriculation confirmation email.

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**Required form(s)/email at this stage: Registrar sends graduate coding/matriculation confirmation email to student and CADP Coordinators/Advisors.**

16. **Register for your graduate courses** for your first official graduate-level CADP term: Once you know your graduate registration plan and other program requirements from your CADP Coordinator/Advisor, **you may register yourself for any graduate coursework** for the upcoming term following the specific CADP Program Guide and according to the registration open dates.

   a. **Timeline/Deadline:** Please see the “Registration & Deadlines Chart” at www.rowan.edu/registration to know and follow the registration open periods each term for graduate students. You will register yourself online (www.rowan.edu/selfservice) for graduate coursework.

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**Required form(s)/email at this stage: Students register themselves online according to CADP Program Guide.**

17. **Registrar performs official transfer of 12 sh graduate credits to students’ official graduate record.** Once all grades are in for the 12 sh, the student completed at the undergraduate level AND once the student has officially been matriculated and coded at the graduate level, the Registrar will properly transfer the 12 sh of credit to the graduate record/transcript, letting it also remain on the undergraduate record/transcript, so it applies to both program totals.

   a. **Timeline/Deadline:** Typically, within a week or so after all grades are submitted for the final/senior term of undergraduate work for the student, and providing the signed Transition Form has also been received by the Registrar from the CADP academic departments.

   i. Keep in mind, regardless of when the Transition Form is submitted to the Registrar, the transfer process for the up to 12 credits cannot happen until all grades are in (for the classes listed on the Transition Form). If there are delays with grades, you should consult directly with your instructors.

   ii. 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 CADP will not transfer and will not be calculated into the graduate cumulative GPA.

18. **The Registrar will then send a transfer confirmation email** to students and the CADP Coordinator/Advisor when the transfer of the up to 12 sh of graduate credit is completed.

   a. **Timeline/Deadline:** Typically, within 24-48 hours after the transfer process is complete.

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**Required form(s)/email at this stage: Registrar sends graduate transfer credit confirmation email to student and CADP Coordinators/Advisors.**

19. **Continue to meet with your CADP Coordinator(s)/Advisor(s) and continue to register yourself for your graduate courses** according to outlined Program Guides.

   a. **Timeline/Deadline:** Please see the “Registration & Deadlines Chart” at www.rowan.edu/registration to know and follow the registration open periods each term for graduate students. You will register yourself online (www.rowan.edu/selfservice) for graduate coursework.

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**Policies & Procedures Continued:**

**Policy Note:** With the exception of the Professional CADP, students pay graduate-level tuition & fees during the Rowan graduate portion, regardless of course level.

19. **Continue to meet with your CADP Coordinator(s)/Advisor(s) and continue to register yourself for your graduate courses** according to outlined Program Guides.

   a. **Timeline/Deadline:** Please see the “Registration & Deadlines Chart” at www.rowan.edu/registration to know and follow the registration open periods each term for graduate students. You will register yourself online (www.rowan.edu/selfservice) for graduate coursework.

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**Required form(s)/email at this stage: Students register themselves online according to CADP Program Guide.**

20. **When near completion of the entire CADP, apply to graduate from graduate-level CADP:** Be sure you have consulted with your Coordinator/Advisor prior to this step and that all requirements (including thesis, field hours, final projects, tests, etc.) will be complete by the end of the term in which you apply to graduate. (See also the policy note connected to #13 in this document.)
a. **Timeline/Deadline:** See [www.rowan.edu/graduation](http://www.rowan.edu/graduation) for the Graduation Information Sheet that includes graduation application instructions and deadlines. You must have already earned at least 12 sh graduate work to apply AND you must confirm with your CADP Coordinator/Advisor regarding the term in which you will complete ALL program requirements, and that is the term to which you officially apply online ([www.rowan.edu/selfservice](http://www.rowan.edu/selfservice)) for graduation. If you apply for graduation before confirming that your official records include at least 12 posted graduate credits with grades, you will be rejected for graduation – so it is best to check first and to apply for graduation only when you are sure of your program completion date, and that the transfer credit process is complete.

- When you apply, you should only see your *graduate* CADP record in the system. You only apply once and pay one fee; but, (if all forms were submitted correctly and approved) you will be awarded the two degrees.
  - Once you submit the electronic graduation application, the Registrar’s Office will manually create the corresponding undergraduate CADP record (if applicable) behind the scenes.
  - You will then have two CADP graduation application records (one for the undergraduate portion and one for the graduate portion) that your CADP Coordinator/Advisor will be able to see, review, and, if appropriate, approve for graduation.
  - Your official graduation date will reflect the date all items are complete by you, approved by our CADP Coordinator/Advisor, and received by the Registrar.

- Any questions about the graduation application or awarding process should be directed to the Registrar’s Office at graduation@rowan.edu.

| Required “form(s)/email” at this stage: Students apply online to graduate from **all the credentials (undergraduate & graduate)** attached to their CADP. |

21. **Participate in the Annual commencement Ceremony if you choose.** ([www.rowan.edu/commencement](http://www.rowan.edu/commencement)) See also the policy note connected to #13 in this document.)

22. **Degrees Awarded & Diplomas sent:** If approved for graduation by your CADP Coordinator(s)/Advisor(s), all credentials that were included in the CADP program in which you were matriculated would be officially awarded/posted on your transcript and diplomas sent by the Registrar.

| Required “form(s)/email” at this stage: CADP Coordinator(s)/Advisor(s), **review and approve/reject graduation applications and Registrar awards credentials and sends diplomas for approved applications.** |

**Options for the student who chooses not to complete the CADP or who is not formally admitted/approved for the graduate portion of the program:**

- If you choose to **not complete** the CADP, you should inform your CADP Coordinator immediately. This person will email the Registrar so that your official record can be updated back to the undergraduate program in which you were matriculated prior to admission into the program. After changing the record, the Registrar will send a confirmation email to both you and the CADP Coordinator.

- If you are **not formally admitted to the graduate portion** of the CADP, the CADP Coordinator will inform both you and the Registrar via email right away. The Registrar will change your record back to the undergraduate program in which you were matriculated prior to admission into the program. After updating your record, the Registrar will send a confirmation email to both you and the CADP Coordinator. Once you are not in a CADP, you can and should apply to graduate from the undergraduate program when ready.

| CADP Registrar Contacts: registrarassist@rowan.edu ♦ 856-256-4308 or 4350 ♦ [www.rowan.edu/registrar](http://www.rowan.edu/registrar) |

*Updated 07/2019*