**THE OFFICE OF THE UNIVERSITY REGISTRAR**

**CADPs: What are They and How do They Work?**

**WHAT IS A CADP?**

Combined Advanced Degree Programs (CADP) 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, Freshmen 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 CADP “Student Agreement & Confirmation Form” must be submitted to the Office of the University Registrar. This will ensure that the correct major -- indicating a CADP -- is on all Banner records. The major code, 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. CADP Advisors will request manual registration for CADP students. Students in a CADP 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 CADP agreement) permitted as part of the CADP. Students should apply for graduation from the undergraduate portion of their CADP 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 CADP “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 CADP. 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 CADP 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 CADP leads to two degrees and not every CADP allows 12 credits to double-count toward both the undergraduate and graduate transcripts. Additionally, some CADPs follow different degree awarding timelines and tuition models. Please refer to the academic department(s) which houses your particular CADP to discuss program requirements, timing, and benefits.*
**GRADUATING FROM A CADP**

Students should apply for graduation from the undergraduate portion of their CADP 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, CADP students were awarded both their undergraduate and graduate degrees at one time, at the end of the entire CADP.*

**IMPORTANT NOTES**

- All CADP student records will be maintained and updated within the Office of the University Registrar.
- CADP forms are required for auditing purposes and to alter student records.
- Student cannot enter a CADP via a “Change of Major” (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 CADPs will not be considered education majors until they are active in their *Graduate* major – this may impact Financial Aid, grants etc.
- Although CADP 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 a CADP, 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**

<table>
<thead>
<tr>
<th>Office name</th>
<th>What questions they can answer</th>
<th>Contact person</th>
<th>Email address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Registrar</td>
<td>CADP forms, student records, course registration, graduation</td>
<td>Jena Mazzio, <em>Project Coordinator</em></td>
<td><a href="mailto:registrarassist@rowan.edu">registrarassist@rowan.edu</a></td>
<td>856-256-4308</td>
</tr>
<tr>
<td>Bursar</td>
<td>Student bills, payment plans, program fees &amp; charges</td>
<td>Ann Fulton, <em>Accounting &amp; Bursar Services</em></td>
<td><a href="mailto:fultona@rowan.edu">fultona@rowan.edu</a></td>
<td>856-256-4152</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Payment assistance, aid/loan options</td>
<td>Diane Brown, <em>Associate Director</em></td>
<td><a href="mailto:browndm@rowan.edu">browndm@rowan.edu</a></td>
<td>856-256-4500 x53437</td>
</tr>
</tbody>
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*All CADP-related forms can be found on the Registrar’s website at: [https://sites.rowan.edu/registrar/cadp/combination-degree.html](https://sites.rowan.edu/registrar/cadp/combination-degree.html)*

**CONTACT US** 856.256.4350 registrarassist@rowan.edu rowan.edu/registrar

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