CADPs: 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

- 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, improving enrollment reporting. The major code, as pre-determined by the Agreement and Curricula process, determines all associated charges.

*Please note that this required 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 GR 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 program advisors will email a list of those students and the approved GR courses (with CRNs) to the University Registrar for this manual registration.

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. Once received, the student’s record will be updated to the approved graduate major. This form will also trigger the transfer of the GR credits, taken while an undergraduate, to the graduate record/transcript. CADP policy states that a student must earn at least “B” grades in graduate-levels courses in order for them to transfer/double count. At this point, students will be able to self-register for their graduate coursework.

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.
- 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.

**GRADUATING FROM A CADP**

Successful completion of the entire program (both undergraduate and graduate), along with Advisor approval at the degree audit stage, will result in the awarding of both the undergraduate & 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.

**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>Stacey-Lynn Mulligan, Assistant Registrar</td>
<td><a href="mailto:mulligans@rowan.edu">mulligans@rowan.edu</a></td>
<td>856-256-4352</td>
</tr>
<tr>
<td>Bursar</td>
<td>Student bills, payment plans, program fees &amp; charges</td>
<td>Ann Fulton, Accounting &amp; Bursar Services</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>Nichole Pollard, Assoc. Director</td>
<td><a href="mailto:pollardmn@rowan.edu">pollardmn@rowan.edu</a></td>
<td>856-256-5270</td>
</tr>
</tbody>
</table>

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