

Student Steps:

(Detailed steps for students are found on the graduate school website. These steps are simplified to understand where this process starts for both departments and advising.)

1. Speak with program about interest in AMP and if eligible.
2. Speak with undergraduate advising about interest in AMP.
3. If program advises that AMP is a good fit, student fills out intent of admission form.
(This generally happens in Junior year)
 - a. Information about AMP, intent form link, and graduate school application link found here:
<https://graduateschool.uccs.edu/graduate-programs/accelerated-and-dual-degrees>
 - b. What the intent application looks like for the student.
(This is not an application to graduate school – it is an OnBase Form accessed through the website)

Intent of admission form for Accelerated Master's program

UCCS Graduate School
UNIVERSITY OF COLORADO COLORADO SPRINGS

Please complete the top portion of this form, sign and date at the bottom, and return to your department along with any required department information for evaluation of admissions qualifications.

Student ID * First Name * Middle Name Last Name *

Email Address *

Mailing Address City State Zip Code

Telephone Birth Date

Expected term which you will complete the undergraduate degree Year
 Spring Summer Fall

Intended accelerated master's program School/College * Program *

I understand the following:

- There is a designated number of credits I am allowed to take to dually count towards both my bachelor's and master's degree (Each program has a set number of credits which is to be no more than 30% of total master's degree credits) and that if I take more than that prior to earning my bachelor's degree I will not be allowed to use those additional credits towards my master's degree.
- If I decide not to pursue the accelerated master's program I will no longer be eligible to dual count credits towards a bachelor's and master's degree although credits can be used towards my bachelor's degree. I must inform the program and undergraduate advising that I am withdrawing. If I wish to pursue a Master's degree or a Doctoral degree after withdrawing from or before completing the program, I must apply and be admitted to the Graduate School. All Graduate School minimum standards apply to eligibility for admission to the Graduate School. department-specific requirements may be waived by the department.
- Prior to completion of bachelor's degree I will be required to fill out the online graduate application, pay the \$60.00 application fee, and provide the required application materials by my programs application deadline. If I meet the eligibility requirements, I will be admitted to the accelerated master's program.
- I will have undergraduate status until the Bachelor's degree requirements have been met and the bachelor's degree is awarded.
- I understand that graduate students are assessed graduate tuition rates and are no longer eligible for COF, graduate students receiving financial aid are considered "independent" and are no longer eligible for aid requiring undergraduate status, and any undergraduate scholarships are no longer applied.

Student Signature * Full Typed Name Date

Click to Sign Document

Submit/Save

4. In students' final year as an undergraduate, they are to apply to their program using the Online Graduate Application and select Accelerated Masters (AMP) within the application itself.
 - a. When they apply will depend on which semester they are starting graduate school in and the programs corresponding deadlines.

Program Steps:

1. Once a student has submitted an intent form, the form will be routed to the program via OnBase to the email address for the program.
 - a. Please check with the OnBase Administrator that these forms are being routed to the correct email address.
2. The form when opened with OnBase now has two new sections at the bottom of it, one for Departments and one for Advising.
 - a. The department section is directly underneath the student information and looks like this:

Department Section

Departmental Instructions:
This Application for Intent to Admit to the Accelerated Masters program is ready to be reviewed.
Please complete the Department Section and save this form.
The appropriate task for the worksheet must be selected for this form to either be routed to the Undergraduate Academic Advising Office if approved, or removed from workflow if not approved.
(Note: Admission to master's program is dependent on the student being eligible at the time of application into the master's program.)

Student is currently meeting college requirements for eligibility
 Yes No

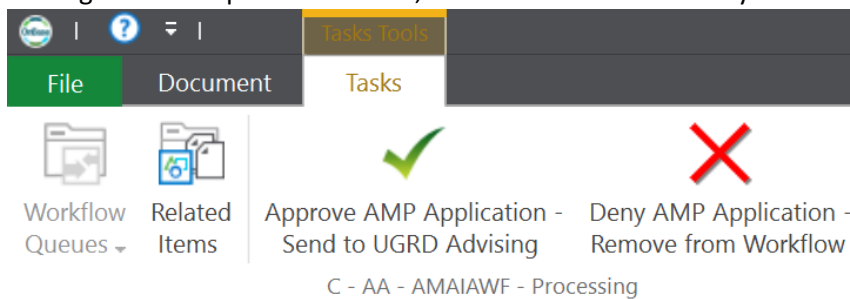
Student is approved to have the AMP Sub-Plan added to their undergraduate career
 Yes No

Signature of Departmental Officer

Full Typed Name

Date

3. Fill out the Department Section and use the Submit/Save button at the bottom of the form to save the information input.
4. This form makes use of workflow to send approved forms to undergraduate advising.
If using the desktop OnBase Client, the form itself will have a yellow "Tasks" tab at the top.



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- a. After saving the form, please select the appropriate action for the intent form.
- b. If approved, an email will be sent to undergraduate advising requesting they process. The program should touch base with the student to ensure they are aware of what classes they should be taking.
- c. If denied, the document will be pulled out of workflow. The program should contact the student to inform them they were denied and the reasons why.
- d. If you do not use the desktop client of OnBase and require help with alternative workflow options, please contact the OnBase Administrator.

Undergraduate Advising Steps:

1. An email will arrive to the main advising email account from OnBase stating there's a form to be processed.
 - a. Emails will only arrive if the program has approved the student.
2. The AMP subplan should be added to the student's undergraduate career in CU-SIS so that it will be visible to anyone who looks at the student and their career.
3. Please fill out the advising section of the OnBase form and use the Submit/Save button at the bottom to save the information input.
(Having this information available on the intent form will help track the life cycle of AMP students and identify any potential hang-ups easier.)

Undergraduate Advising Section

Advising Instructions:

If the program has approved this intent application, The AMP Sub-Plan should be added to the students undergraduate career. Please complete the Undergraduate Advising Section of this form and save it after the AMP Sub-Plan has been added.

Date Processed

Full Name of Processor:

Submit/Save

4. Nothing further is needed to be done with the OnBase form once saved.