

## DEPARTMENT / ADVISOR PROCESS FOR ABM COURSEWORK.

The ABM Process has been revamped and is now being entered by the Registrar's Office as Institutional Credit, rather than Transfer Credit. As of Fall 2019, Students will be allowed to take a maximum of 12 credit hours of Graduate Level coursework (including Combo Sr credit), provided they meet the minimum GPA requirement of 3.25. Some departments, however, require a higher GPA.

### 1. Student meets with Advisor for Approval into the ABM Program

- a. The advisor goes over ABM program requirements with the student (GPA, classification, etc). If the Department in question requires additional criteria for acceptance into their respective ABM program, the advisor will need to discuss the additional requirements with the student at this time.
- b. The advisor will also verify the student has applied to graduate.
- c. The advisor then contacts Grad School to have the ABM attribute added, provided the program and courses are acceptable.

### 2. Advisor Fills out the ABM form and Issues the ABM permit.

- a. The advisor fills out, signs, and has the student sign acknowledging the conditions **PRIOR** to registration.
- b. The ABM Form should only contain courses for **ONE TERM**. If the student is wishing to take a course for a future term, an additional form must be filled out once registration opens for that term.
- c. The advisor/department issues an **ABM Permit** on **SFASRPO**, allowing the student to register for the GR level course. This will override the Level Restriction error. If the student attempts to register beforehand, they will receive the error, preventing them from registering. **The Special Approval Permit is no longer used for ABM registration.**
- d. The advisor then sends the ABM form to the student's Graduation Analyst for their signature.

### 3. Graduation Analyst Review

- a. The student's Graduation Analyst reviews and signs the ABM form.
- b. The analyst then forwards the ABM form to the Registrar's Office for processing.

### 4. Registrar's Office Processes the ABM request.

- a. Once the ABM Form is received, the Registrar's Office will verify the student has been assigned the ABM attribute by Graduate School. If the attribute is not present, the form will be set aside until it has been added.
- b. After the first week of class, the UG equivalent course is then added to the student's record with an **'IP'** grade and comment of *'Accelerated BA/MA Program'*, and an indicator to easily identify it as the UG equivalent. This is done after the deadline to register for the term (generally after the first week of classes).
- c. If the student has not registered for the Grad-Level Course, the Registrar's Office will reach out to the Analyst.
- d. UMdegree will not allow the GR courses to count toward the student's degree requirement. Instead, the analyst will need to build an exception to include the UG equivalent course.
- e. Once EOT Grading is completed and a grade is issued for the Grad-Level course, the **'IP'** grade is then changed on the UG equivalent to reflect either **'S'**, **'U'**, or **'W'** and the *'Accelerated BA/MA Program'* comment is added to the Grad-Level course.