

Introduction

Beginning in Fall 2025, students participating in the ASU Accelerated Master's Programs can bypass submitting a regular graduate application and instead be admitted directly by the graduate support staff to the Master's degree program via the Accelerated App Tracking Tool.

PeopleSoft Security Role

Although staff may have access to the Accelerated App Tracking Tool to manage students as prospects and candidates for approved accelerated program pairings, a separate PS security role is required to admit students through the tool. The **Accelerated App Tracking Admit** role (ASU_SA_AA_GR_Acc_Track_Admit) grants users the ability to process admissions and includes all the same functionality as the regular Accelerated App Tracking Tool role. Please note that users may hold only one Accelerated App Tracking Tool role at a time; therefore, if you request the Admit role, your regular Accelerated App Tracking Tool role must be removed first. The Admit role is available only to designated and trained graduate support staff, and not to faculty or undergraduate advisors.

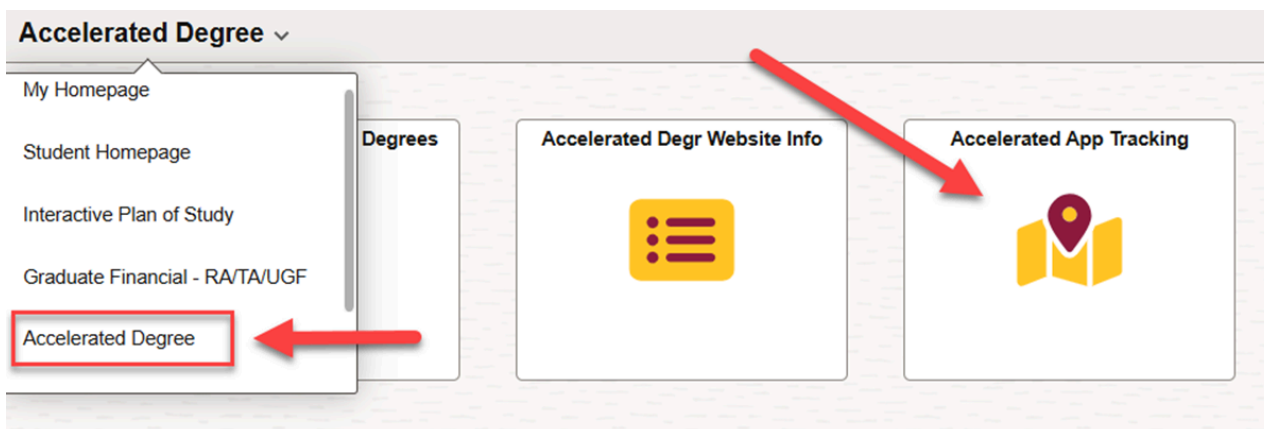
Student and Administration (SA) - Graduate Academic Advising (AA)

☐ Acad Unit POS Super User	☐ Accelerated Degree Update
☐ Acad Unit POS Supervisor	☐ Accelerated Degree View Only
☐ Acad Unit POS View Only	☐ ASU PGA Acceptance View Only
☒ Accelerated App Tracking	☐ ASU PGA Mapping
☐ Accelerated App Tracking Admit	

Reviewing Eligible Students

Some units have their own internal applications and methods of tracking AMP Prospects and Candidates. However, all staff can utilize the [Accelerated Master's Tracking Tool Status](#) in Analytics to search for students who may be eligible for admission. Additionally, staff can utilize the Search page in the Accelerate App Tracking Tool in PeopleSoft to view student information,

Access the Accelerated App Tracking tool using the Accelerated Degree tile in the dropdown menu and clicking on the Accelerated App Tracking tile.



1. To search for a student, enter the student ID or name, then click **Search**.

Search Accelerated App Result

NEW

Search by Student

Student ID

First Name

Last Name

Additional Search Criteria

Undergraduate

Academic Plan

Academic Org

Admit Term Range

To

Tracking Tool Status

If searching for students not added to the tracking tool, do not check any status.

☐ Prospect ☒ Candidate ☐ Applicant ☐ Student ☐ Inactive/Withdraw ☐ Graduated

Graduate

Academic Plan

Academic Org

2. Review the student's eligibility for admission to the Master's portion of the program based on the criteria outlined in your approved AMP curriculum proposal. Confirm that the student's undergraduate major and campus are among the approved AMP pairings with your graduate program/plan. You can reference the [Active AMP Offerings](#) report to verify all approved program and campus pairings.

In the example below, the student is currently listed as a **Prospect** and has not yet advanced to **Candidate** status or completed any graduate-level coursework. Therefore, the student is **not yet eligible** for admission to the Master's portion but may become eligible to advance to **Candidate** status based on their GPA and total earned ASU and transfer hours (for approved AMP pairings).

Accelerated Applicant Detail

Name: [Redacted] Accelerated Applicant Status: Prospect NEW

Undergraduate Career

Academic Program	UGLA	The College of Lib Arts & Sci	Admit Term	2024 Fall	UGRD ASU Cumulative GPA	3.830	GRAD Courses GPA	
Academic Plan	ARFUPBSP	Urban Planning	Requirement Term	2024 Fall	UGRD ASU Earned Hours	43.00	GRAD Earned Hours	0.00
Student Career Nbr	0		Applied to Graduate		UGRD ASU In Progress Hours	13.00	GRAD In Progress Hours	0.00
Program Status	Active in Program		Degree Checkout Status		UGRD Transfer Hours	77.32		

Graduate Career

Applied to Graduate	Degree Checkout Status	GRAD Cumulative GPA	
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3. Once a student has been designated as a **Candidate**, completed at least 90 credits, completed graduate-level coursework, and applied to graduate from their undergraduate program, they may be eligible for admission to the master's program. Programs should wait until the student is in their graduating term before admitting them, and may choose to wait until all undergraduate coursework has been completed, if preferred.

Before proceeding with admission, staff must review and confirm the student's intended graduate plan or concentration, desired start term, and campus to ensure accuracy.

It is important not to assume the student's intentions—staff should communicate directly with the student to ensure all details are accurate before admission. Please note that **once the admission is processed, the action cannot be reversed**. The student should also understand that by participating in an Accelerated Master's Program, they will not be eligible to receive ASU Personalized Graduate Admissions offers.

Admissions Process

1. After confirming the student's eligibility, program, campus, and start term, the staff member with the required security access should click the **plus (+)** icon in the most recent status row to add a new record.

Accelerated Plan 1 of 1 | View All

Effective Date	03/15/2025	Effective Seq	1	NEW +
Graduate Acad Plan	ARURBMUEP	Urban and Environmental Planning		
Accelerated Degree	ACCBSPMUEP	BSP in Urban Planning/MUEP in Urban and Environmental Planning		
Status	Candidate			

IMPORTANT: Endorsing a student as a candidate will generate an automatic congratulatory communication from the Graduate College stating that they have been approved to participate in the accelerated master's program.

A sample of that communication can be found [HERE](#).

Comments:

Updated By: [Redacted] Updated Date/Time: 03/15/25 2:19PM

2. The staff then chooses **Applicant** in the status dropdown. This status will only become available once the **Candidate** has applied to graduate from their Bachelor's degree for the current, prior, or future term, has at least a 3.0 cumulative GPA in the UG career, and has not submitted a regular graduate application to the same graduate program that is in the tracking tool.

The screenshot shows the 'Accelerated Plan' form. At the top right, there is a red box with the word 'NEW' in white. The form fields include: 'Effective Date' (08/28/2025), 'Effective Seq' (1), '*Graduate Acad Plan' (ARURBMUEP, Urban and Environmental Planning), 'Accelerated Degree' (ACCBSPMUEP, BSP in Urban Planning/MUEP in Urban and Environmental Planning), and '*Status' (a dropdown menu). The dropdown menu is open, showing three options: 'Applicant', 'Candidate', and 'Withdraw'. A red arrow points to the 'Applicant' option. Below the dropdown is a 'Comments' text area. At the bottom, there are fields for 'Updated By' and 'Updated Date/Time'.

3. Once **Applicant** is selected, the **Campus** and **Admit Term** fields will populate. The staff should select the appropriate campus from the dropdown menu and choose the admit term.

The screenshot shows the 'Accelerated Plan' form after the status has been changed to 'Applicant'. The 'Effective Date' is now 08/26/2025. A yellow box with black text provides an important note: 'IMPORTANT: Adding a student as an applicant will create an admissions record into the graduate program. Select the Campus and Admit Term the student will be admitted into.' Below this, the 'Campus' dropdown menu is open, showing 'Tempe' as the selected option. A red arrow points to the 'Admit Term' dropdown menu, which is also open, showing 'Tempe' as the selected option. The 'Comments' text area is empty. The 'Updated By' and 'Updated Date/Time' fields are at the bottom.

4. Although not required, it is highly suggested that staff enter comments confirming student communication about eligibility, admit term, campus, and program information prior to clicking the **Admit** button.

Accelerated Plan 1 of 2 NEW

Effective Date 08/26/2025 Effective Seq 1

*Graduate Acad Plan ARURBMUEP Urban and Environmental Planning

Accelerated Degree ACCBSPMUEP BSP in Urban Planning/MUEP in Urban and Environmental Planning

*Status Applicant

IMPORTANT: Adding a student as an applicant will create an admissions record into the graduate program. Select the Campus and Admit Term the student will be admitted into.

Campus Tempe

Admit Term 2025 Fall

Comments

Updated By Updated Date/Time

Admit

5. A box will pop up confirming that the student should be admitted, as this action cannot be undone. The staff clicks **Yes** to proceed.

Once submitted, you will no longer be able to update this student. (20002,954)

Would you like to proceed with submitting the application for this student?

Yes
No

After Admission

After the staff member admits the student, the page becomes view-only and the status updates to 'Applicant'.

Accelerated Plan 1 of 2 NEW

Effective Date 08/26/2025 Effective Seq 1

Graduate Acad Plan ARURBMUEP Urban and Environmental Planning

Accelerated Degree ACCBSPMUEP BSP in Urban Planning/MUEP in Urban and Environmental Planning

Status Applicant

IMPORTANT: Adding a student as an applicant will create an admissions record into the graduate program. Select the Campus and Admit Term the student will be admitted into.

Campus Tempe

Admit Term 2025 Fall

Comments

Updated By Ashley Meza Updated Date/Time 08/26/25 3:55PM

2. Through the overnight matriculation process, the AMP student group is added, the admit letter is created, and the status is updated to Student.

Accelerated Plan		1 of 4	View All
Effective Date	08/25/2025	Effective Seq	1
Graduate Acad Plan	ARURBMUEP	Urban and Environmental Planning	
Accelerated Degree	ACCBSPMUEP	BSP in Urban Planning/MUEP in Urban and Environmental Planning	
Status	Student		
Campus	Tempe		
Admit Term	2025 Fall		
Comments	System auto updated.		
Updated By	Accelerated System Update	Updated Date/Time	08/25/25 3:47PM

3. The matriculated Student then becomes eligible to register for any graduate-level courses that have prerequisites requiring graduate-level status (without an override). Note that the student will also appear in Gportal Admissions as matriculated, with the student group added, the fee waived, and the application and admit dates the same.

Application Summary	
Emplid:	Student Group: GRAI - Accelerated Masters Student
ASU ID/ASURITE: 996291691 / twwoodw1	Acad Career: Graduate
Application Nbr: 03161409	External App Nbr:
Applicant Bio Data	
Date of Birth: 06/28/2001	Birth Place: United States
Country: United States	Citizenship Status: Citizen
AZ Residency:	
Home Addr: 1 PeopleSoft Road	City: Queen Creek State: AZ Zip: 85142 Country: USA
Other Addr: 1 PeopleSoft Road	City: Queen Creek State: AZ Zip: 85142 Country: USA
Home Phone: 740/555-9476	
Email: PSNoMail@asu.edu	Other Email: PSNoMail@asu.edu
Application Data	
Admit Type: DSG Degree Seeking Grad	Session: Regular Student Group: GRAI - Accelerated Masters Student
Admit Term: 2261 2026 Spring	
Fee Status: Waived	Application Date: 10/16/2025
	Program Action: Matriculation
	Action Date: 10/16/2025
	Action Reason:
	Eval Status: FN Final
	Eval Date: 10/16/2025

Deferral of Master's Start Term

Once an AMP student has been admitted and matriculated into the master's program, they may defer their start term through My ASU, just as any other newly admitted student would. This is especially important if the student did not successfully complete their undergraduate degree as originally expected and therefore needs to postpone their master's start term.

Important Guidelines:

- Students cannot begin their master's program until they have successfully completed their entire undergraduate degree.
- Students may not complete their undergraduate degree in Session A and then begin the master's program in Session B of the same semester. In this case, they must defer enrollment to the next available semester.

Program Changes

Once an AMP student has been admitted and matriculated into the master's program, they may request a program change through My ASU, just as any other newly admitted student would. However, as with the standard process, students may request only changes to programs within the same academic organization. In addition, the new program must be part of an approved AMP pairing with the student's undergraduate degree.

If a student wishes to change to a program outside their current academic organization or one that is not an approved AMP pairing with their undergraduate degree, they must submit a new graduate application and be reviewed and admitted through the GPortal Admissions process.

Example:

Scenario	Description	Outcome
Student admitted to the MS in Human Systems Engineering requests to Nchange to the MS in Human Systems Engineering (Health Systems)	Both programs are within the same CAPPSYCH academic organization	Allowed
Student admitted to the MS in Biomedical Engineering requests to change to the MS in Biology	The desired program is in a different academic organization	Not allowed; the student must submit a new graduate application through GPortal Admissions

Once an AMP student has been admitted and matriculated into the master's program, they are required to either register for classes in their admit term or submit a deferral request. Students who do not take either action will be discontinued from the graduate career.

If a discontinued student returns within three years of completing their undergraduate degree and wishes to pursue the master's portion of the AMP, the program may request that the student be reactivated as an active AMP student in the master's program.

Duplicate Applications

Occasionally, a potential AMP student may submit a graduate application through the regular admissions process for the same graduate program in which they are already listed in the tracking tool. In this case, the status will automatically update to the **Applicant** status with the comment added "Student submitted a regular application. Use GPortal for admission." Once admitted via Gportal, they will automatically be added to the AMP student group.

Questions

For any questions or if special assistance is needed, please contact your assigned Graduate College Coordinator.