

**Accelerated Program Progression Plan Worksheet**

Instructions: There are 4 steps to this Worksheet. Here, you will find the instructions. Below ,you will find the areas to complete. Please use this form to plan the 5+ year progression plans for your accelerated program. Please email the finalized Worksheet as a *Word document* to the Associate Dean of the Graduate College. Please note that each pathway requires a different Worksheet. Please create 1 Worksheet for each pathway and fully complete it.

Example 1: Spanish has 3 pathways for their accelerated program: *Spanish BA-Spanish MAT; Spanish BA-Spanish MAT+certification; Spanish BSED-Spanish MAT*; thus, Spanish created 3 Worksheets, each with its own suggested progression plan.

Example 2: Department X has 3 undergraduate degrees (i.e., BA, BS, and BSEd) and 4 graduate tracks; thus, Department X created 12 Worksheets, each with its own suggested progression plan.

Step 1: Please **list:**

• the undergraduate requirements for accelerated students – start with the requirements for the undergraduate degree BUT then be sure to **replace the undergraduate courses with the graduate courses that accelerated students will take** (if applicable). See pink arrow examples below.

• the graduate requirements – start with the requirements for the graduate degree BUT then be sure to **replace the graduate courses with the undergraduate courses that accelerated students will take** (if applicable). See pink arrow examples below.

• the GPA requirements for accelerated students at the undergrad level (example: *…maintaining a 3.0 GPA in the major and a 3.0 overall GPA*)

Step 2: Please identify how many units will count for both degrees. Be sure that this number matches what was written on the *Accelerated Program Request* form.

Step 3: Identify the courses that will count for both degrees. If you have several pathways and the courses that count for both are different depending on the pathway, please identify that clearly below.

Step 4: Create the Suggested Progression Plan.

1. Identify the courses that will count for both degrees. Use the % symbol to identify these courses in the suggested progression plan below. Be sure that this information matches what was written on the Accelerated Program Request form. (It can be changed, but please check with the Graduate College Associate Dean.)
2. Determine in which terms/semesters students will take those courses.
3. Start with the existing [progression plan](http://catalog.nau.edu/ProgressionPlans/index.jsp?inst=NAU00&cat=1920) for the Bachelor’s degree(s).
4. Paste a screenshot of the *Years* from the pdf that you found at [progression plan](http://catalog.nau.edu/ProgressionPlans/index.jsp?inst=NAU00&cat=1920) that will be **unchanged** for the progression plan. (Alternatively, you can type in each course into a cell into each of the tables below.)
5. Complete the tables for the remaining *Years* by typing into each cell a course prefix and number. Substeps:
   1. Use the % symbol to identify the courses that count for both degrees; ^ for undergraduate courses; \* for graduate degree
   2. Use the words ‘Undergraduate’ or ‘Graduate’ for any electives; do not just write ‘elective’
   3. Indicate which semester the student will graduate with the Bachelor’s degree and with how many units
   4. Fill in number of units taken each Term in the shaded gray area
   5. Verify a minimum of 120 units for the Bachelor’s degree
   6. Verify minimum number of units for your Master’s degree (these vary by program); list in shaded area on last term
   7. Add more tables, as necessary, especially for programs with a thesis requirement

Note: Some programs may be 3.5+1.5. Some programs may take 5.5-6 years. What makes a program an accelerated one is that certain courses count for both degrees, not the number of semesters needed to complete it. See policy [**100309**](https://www5.nau.edu/policies/Client/Details/689?whoIsLooking=Students&pertainsTo=Graduate%20students&sortDirection=Ascending&page=1)**.**

Start completing this Worksheet here. Follow the pink arrow examples below. Complete:

Step 1: Please **list** the undergraduate requirements and the graduate requirements; be sure to list the requirements for *accelerated students*.

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| **Undergraduate requirements** (and the GPA requirements for accelerated students at the undergraduate level)  **-** be sure to replace the undergraduate courses with the graduate courses that accelerated students will take (if applicable) |

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| **Graduate requirements**  - be sure to replace the graduate courses with the undergraduate courses that accelerated students will take (if applicable) |

Step 2: Please identify how many units will count for both degrees. Fill in the sentence below with a number.

*This plan includes \_\_\_\_ units that are used to complete both the undergraduate and the graduate requirements:*

*\_\_\_\_ at the undergraduate level and \_\_\_\_ at the graduate level.*

Example: *This plan includes 12 units that are used to complete both the undergraduate and the graduate requirements: 6 at the undergraduate level and 6 at the graduate level.*

Step 3: Identify the specific courses (or course requirements) that count for both degrees. If there are several pathways with different courses that count for both degrees/tracks, please specify which courses relate to which pathway.

Examples of *specific courses* that count for both degrees: SPA 511, COM 500 🡨 these are specific, named courses

Examples of *course requirements* that count for both degrees: graduate elective; 3 units from the core; 3 units from SPA 512, 513, 514, or 515 🡨 these are specific course requirements, but not 1 specific, named course

Step 4: Create the *Suggested Progression Plan(s)*. Fill in all tables below, or add a screenshot of the pdf of the already-existing progression plan and then fill in only Years 4-5+ below. **Please follow specific *substeps a-g* above.** If there are different pathways, you will need separate progression plans for each, i.e., if a department has 3 undergraduate degrees (i.e., BA, BS, and BSEd) and 3 graduate degrees or tracks, there will be 9 separate Worksheets each containing 1 progression plan.

Use the following symbols, please:

^ Denotes undergraduate course required for the undergraduate degree (this includes liberal studies, minor, etc., i.e., all undergraduate courses)

% Denotes a course that applies towards both degrees

\* Denotes graduate course required for the graduate degree

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| --- | --- |
| Fall Year 1 (Term 1: \_\_ units) | Spring Year 1 (Term 2: \_\_ units) |
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| --- | --- |
| Fall Year 2 (Term 3: \_\_ units) | Spring Year 2 (Term 4: \_\_ units) |
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| --- | --- |
| Fall Year 3 (Term 5: \_\_ units) | Spring Year 1 (Term 6: \_\_ units) |
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| Fall Year 4 (Term 7: \_\_ units) | Spring Year 4 (Term 8: \_\_ units) |
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| Fall Year 5 (Term 9: \_\_ units) | Spring Year 5 (Term 10: \_\_ units) |
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Example (please note that each pathway requires a different Worksheet. For example, for Spanish, there are 3 pathways: BA-MAT; BSEd-MAT, BA-MAT+Certification; there is a Worksheet and progression plan for each)

Accelerated Master of Arts in Teaching Spanish

Department of Global Languages & Cultures

Accelerated Program: BA Spanish – MAT Spanish

Example of Step 2

**Overview**

*Note: This plan includes 12 units that are used to complete both the undergraduate and the graduate requirements: 6 at the undergraduate level and 6 at the graduate level.*

**Undergraduate requirements for students in the accelerated program**

The following 36 units with a Grade of "C" or better, maintaining a 3.0 GPA in the major and a 3.0 overall GPA

*Required*

* SPA 301 or SPA 311 (3 units)
* SPA 303 (or credit-by-exam) (3 units)
* SPA 304W or SPA 312W (3 units)
* SPA 321 or SPA 322 (3 units)
* SPA 340 or SPA 341 (3 units)
* SPA 404 (3 units)

*Select one of the following options* (6 units):

• SPA 405, SPA 406, SPA 407 (6 units)

• SPA 405 (6 units)

• SPA 406 (6 units)

Example of Step 1

• SPA 407 (6 units)

*Select two from:* SPA 531, SPA 532, SPA 533, SPA 534 (6 units)

*Select two from:* SPA 451C, SPA 452C, SPA 460C, SPA 480C (6 units)

**Graduate requirements for students in the accelerated program**

Coursework: The following 36 units:

• Pedagogy (9-15 units): at least three courses from: SPA 511, SPA 512, SPA 513, SPA 514, SPA 515, SPA 516, SPA 601 (1 unit)

• Literature (9-15 units): at least three courses from: SPA 531, SPA 532, SPA 533, SPA 534

Example of Step 1

• Linguistics (9-15 units): at least three courses from: SPA 551, SPA 552, SPA 553, SPA 554, SPA 555

• General (6 units): two courses from: SPA 451C, SPA 452C, SPA 460C, SPA 480C

• Additional SPA graduate level elective credit or Capstone (SPA 689) (3 units): Student petitions (via a research prospectus) departmental graduate committee to complete a 3-credit capstone project. If proposal is not accepted or student does not elect to submit a proposal, candidate completes an additional 3-credit course in pedagogy, linguistics or literature of the candidate's choosing.

Comprehensive exams

**Suggested Progression Plan**

^ Denotes undergraduate course applied towards the BA degree

% Denotes a course that applies towards both degrees

Example of Substep 4d

\* Denotes graduate course applied towards the MAT degree

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| Fall Year 1 (Term 1: 15 units) | Spring Year 1 (Term 2: 15 units+16 retrocredits) |
| ^ SPA 303 or Challenge Exam | ^ SPA 301 or 311 (and 16 retrocredits SPA 101-202) |
| ^ Liberal Studies | ^ SPA 304W or 312W |
| ^ Liberal Studies | ^ Liberal Studies |
| ^ Liberal studies | ^ Liberal Studies |
| ^ Undergraduate elective/minor | ^ Undergraduate elective/minor |

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| Fall Year 2 (Term 3: 16 units) | Spring Year 2 (Term 4: 16 units) |
| ^ Third language (POR/ITA/etc. 101) | ^ Third language (POR/ITA/etc. 102) |
| ^ SPA 321 or 322 | ^ SPA 405, 406, or 407 |
| ^ SPA 340 or 341 | ^ Liberal Studies |
| ^ Liberal Studies | ^ Liberal Studies |
| ^ Liberal Studies | ^ Liberal Studies |

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| Fall Year 3 (Term 5: 15-16 units) | Spring Year 3 (Term 6: 15-16 units) |
| ^ SPA 404 | % SPA 531, SPA 532, SPA 533, or SPA 534 (literature) |
| ^ SPA 405, 406, or 407 | % SPA 451C, SPA 452C, SPA 460C, or SPA 480C |
| ^ Undergraduate elective/minor/third language (POR/ITA/etc. 201) | ^ Undergraduate elective/minor/third language (POR/ITA/etc. 202) |
| ^ Undergraduate elective/minor  Example of Substep 4c | ^ Undergraduate elective/minor  Example of Substep 4b |
| ^ Undergraduate elective/minor | ^ Liberal studies |

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| Fall Year 4 (Term 7: 12 units) – graduate with the BA (Grand total: 120-122 units) | Spring Year 4 (Term 8: 10 units) |
| ^ Undergraduate elective/minor | \* SPA 511, SPA 512, SPA 513, or SPA 514 (pedagogy) |
| % SPA 531, SPA 532, SPA 533, or SPA 534 (literature) | \* SPA 551, SPA 552, SPA 553, SPA 554, or SPA 555 (linguistics) |
| ^ Undergraduate elective/minor | \* SPA 531, SPA 532, SPA 533, or SPA 534 (literature) |
| % SPA 451C, SPA 452C, SPA 460C, or SPA 480C | \* SPA 601 (1 unit practicum) |

Example of Substep 4a

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| Fall Year 5 (Term 9: 6 units) | Spring Year 5 (Term 10: 9 units) graduate with the MAT (36 units) |
| \* SPA 511, SPA 512, SPA 513, or SPA 514 (pedagogy) | \* SPA 511, SPA 512, SPA 513, or SPA 514 (pedagogy) |
| \* SPA 551, SPA 552, SPA 553, SPA 554, or SPA 555 (linguistics) | \* SPA 551, SPA 552, SPA 553, SPA 554, or SPA 555 (linguistics) |
|  | \* SPA graduate elective or SPA 689 (Capstone)# |
|  | Comprehensive exams |

# Student petitions (via a research prospectus) departmental graduate committee to complete a 3-credit capstone project. If proposal is not accepted or student does not elect to submit a proposal, candidate completes an additional 3-credit course in pedagogy, linguistics or literature of the candidate's choosing.

Example of Substep 4f

Example of Substep 4f: 6+6+10+6+9 = 36 units

Example of Substep 4e: 15+31+16+16+15 or 16+15 or 16+12 = 120-122 units