

## Accelerated Application Tracking Tool

The tool is used to designate that a student is in the 4+1 program and can also be used to track students in eligible 4+1 programs and pull reports.

To obtain access to the tool, submit a PS security role request for the Accelerate App Tracking role.

Student and Administration (SA) - Grad Acad Advising & Financial (AA)	
<input type="checkbox"/> <a href="#">Acad Unit GPortal Financial</a>	<input type="checkbox"/> <a href="#">Acad Unit POS View Only</a>
<input type="checkbox"/> <a href="#">Acad Unit POS Supervisor</a>	<input type="checkbox"/> <a href="#">Accelerated App Tracking</a>

To locate the Accelerated Application Tracking tool, follow the PeopleSoft pathway below:

**ASU Customizations>ASU Academic Advising>Accelerated Applicant Tracking>Accelerated App Tracking**

## Tracking Tool Terminology

During the 4+1 pathway an undergraduate student can be placed into any one of the different types of status listed below.

- **\*Prospect:** Undergraduate student that has expressed interest or graduate advisor identified a student as a potential candidate for accelerated program.  
Indicators:
  - High achieving student (minimum of a 3.0 GPA)
  - On track to complete bachelor's degree on time or early
  - Expressed interest in the 4+1 program
  
- **\*Candidate:** Undergraduate student has been identified by undergraduate/graduate advisor as qualified for accelerated program.  
Indicators:
  - Have a minimum GPA of a 3.0 and have completed at least 75 credit hours.
  - Have been reviewed by the Academic unit and is meeting admissions requirements
  - Can be provided course overrides for appropriate graduate courses (no more than 12 credits can be used towards the graduate program)
  
- **Applicant:** Undergraduate student applied to the term that he/she will start the Master's portion of the accelerated program.
  
- **Student:** Undergraduate student has been admitted to the Master's program of the accelerated program prior to the undergraduate degree being conferred.
  
- **\*Inactive/Withdrawal:** Units can change the student status to "withdrawn" in the Accelerated Tracking Tool at any time for the following reasons:
  - Student opts to no longer pursue the program

- Student is no longer eligible for program (low gpa, etc.)
- Student changes undergraduate degree program to a non-approved 4+1 program

- **Graduate:** Student has graduated from the Master's program.

\*Advisors can only manually place students into these status areas

## Looking Up a Student

1. In the Accelerated Application Tracking tool, enter the student id in the Empl ID field and click **Search**.

**Search Accelerated App**    Result

**Search Accelerated Applicant(s)**

Empl ID  Override

Name Last, First  .

Undergraduate Academic Plan

Undergraduate Admit Term   to

Grad Academic Organization

Graduate Academic Plan

**Status**

Prospect

Candidate

Applicant

Student

Graduated

Acc Track Inactive

Start Term   End Term

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Prospect - Undergraduate Student that has expressed interest, or graduate advisor identified student as a potential candidate for the accelerated program.  
Candidate - Undergraduate Student has been identified by graduate advisor as qualified for accelerated program.  
Applicant - Undergraduate Student has applied to Master's portion of the accelerated program.  
Student - Student has been admitted to the Master's portion of the accelerated program and is matriculated.  
Graduated - Student has completed Master's portion of the accelerated program.

2. The student information will show up on the Results tab. Click **Detail**.

**Search Accelerated App**    **Result**

**Accelerated Applicant Search Result** Count of Records 1

	Detail	Empl ID	Stdt Car Nbr	UGRD Plan	Name	Email
1	<a href="#">Detail</a>		0	PPPAFLPBS		

3. On the Details page, the student Graduate Academic Plan, Accelerated Degree and Student status will display for review.

**Accelerated Applicant Detail**

Empl ID			<b>Accelerated Applicant Status</b>	<b>Student</b>
Academic Career	Undergrad		Student Career Nbr	0
Academic Program	UGPP	Watts Col of Pub Ser & Com Sol	Admit Term	2164
Academic Plan	PPPAFLPBS	Pub Serv & Pub Pol(Law&Policy)	Requirement Term	2164
UG Program Status	CM	UGRD Degree Checkout Status	Expected Grad Term	2201
UGRD In Progress Units		Transfer Earned Units	UGRD Earned Units	125.00
Current GPA		GRAD Completion Term	GRAD Units (500+)	30.00

**Accelerated Plan**

Effective Date	07/01/2019	Effective Seq	1
*Graduate Acad Plan	PPPAFMPA	Public Admin (Pub Finance)	
Accelerated Degree	ACCLPPMPA	BS in Public Service & Public Policy (Law & Policy)/Master of Public Admin (Public Finance)	
*Status	Student		
Comments			
User ID	Last Updated 03/09/20 3:13PM		

## Adding a Student in the Tool

1. In the Accelerated Application Tracking tool, enter the student id in the Empl ID field and click **Search**.

**Search Accelerated App**

**Result**

**Search Accelerated Applicant(s)**

Empl ID	<input type="text"/>	<input type="button" value="Override"/>
Name Last, First	<input type="text"/>	
Undergraduate Academic Plan	<input type="text"/>	
Undergraduate Admit Term	<input type="text"/> to <input type="text"/>	
Grad Academic Organization	<input type="text"/>	
Graduate Academic Plan	<input type="text"/>	
<b>Status</b>	<input type="checkbox"/> Prospect <input type="checkbox"/> Candidate <input type="checkbox"/> Applicant <input type="checkbox"/> Student <input type="checkbox"/> Graduated <input type="checkbox"/> Acc Track Inactive	
	Start Term <input type="text"/>	End Term <input type="text"/>
	<input type="button" value="Search"/>	
	<input type="button" value="Clear"/>	

**Prospect** - Undergraduate Student that has expressed interest, or graduate advisor identified student as a potential candidate for the accelerated program.  
**Candidate** - Undergraduate Student has been identified by graduate advisor as qualified for accelerated program.  
**Applicant** - Undergraduate Student has applied to Master's portion of the accelerated program.  
**Student** - Student has been admitted to the Master's portion of the accelerated program and is matriculated.  
**Graduated** - Student has completed Master's portion of the accelerated program.

2. The student information will show up on the Results tab. Click **Detail**.

Search Accelerated App **Result**

**Accelerated Applicant Search Result** Count of Records 1

	Detail	Empl ID	Std Car Nbr	UGRD Plan	Name	Email
1	<a href="#">Detail</a>		0	PPPAFLPBS		

Enter the Graduate Acad Plan, choose Prospect from the drop-down menu as the status, enter comments and click **Save**.

**Accelerated Applicant Detail**

Empl ID		Accelerated Applicant Status	<b>Prospect</b>
Academic Career	Undergrad	Student Career Nbr	1
Academic Program	UGTB School of Global Management	Admit Term	2207
Academic Plan	TBTGMBGM Global Management	Requirement Term	2207
UG Program Status	AC UGRD Degree Checkout Status	Expected Grad Term	
UGRD In Progress Units	Transfer Earned Units	UGRD Earned Units	
Current GPA	GRAD Completion Term	GRAD Units (500+)	

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**Accelerated Plan** 1 of 1 | View All

Effective Date	09/28/2020	Effective Seq	1	+ -
*Graduate Acad Plan	TBTGMBGM Global Mgt (Global Business)			
Accelerated Degree	ACCBGMGMGB BGM in Global Management/MGM in Global Management (Global Business)			
*Status	Prospect			
Comments	Student shows great promise for 4+1 degree program. meeting degree requirements and GPA requirements.			
User ID		Last Updated		

**Save**

## Updating a Student Status in the Tool

Once a prospective student has completed a minimum of 75 credits, the unit can evaluate the student based on unit's internal review criteria. Once that review is completed, the student can be changed to be a Candidate in the tracking tool. To do this, go to the student's Accelerated applicant details page and change the status from Prospect to Candidate in the drop-down menu, make any new comments and click on **Save**.

Please be aware that students who are not designated as Candidate cannot be admitted to the Master's program as a 4+1 student.

**Accelerated Applicant Detail**

Empl ID			Accelerated Applicant Status	Candidate
Academic Career	Undergrad		Student Career Nbr	1
Academic Program	UGTB	School of Global Management	Admit Term	2207
Academic Plan	TBTGMBGM	Global Management	Requirement Term	2207
UG Program Status	AC	UGRD Degree Checkout Status	Expected Grad Term	
UGRD In Progress Units		Transfer Earned Units	UGRD Earned Units	
Current GPA		GRAD Completion Term	GRAD Units (500+)	

  

**Accelerated Plan** 1 of 1 | View All

Effective Date	09/28/2020	Effective Seq	1	+ -
*Graduate Acad Plan	TBGMGBMGM	Global Mgt (Global Business)		
Accelerated Degree	ACCBGMGMGB	BGM in Global Management/MGM in Global Management (Global Business)		
*Status	Candidate			
Comments	Student has completed 75 credit hours and is still displaying to remain on track for undergraduate degree. Student meeting degree requirements and GPA requirements.			
User ID		Last Updated		

**Save**

## Withdrawing a Student in the Tool

If students are no longer interested in pursuing the accelerated program, they can be withdrawn using the withdraw status in the tool. You can do this by going to the students' Accelerated Applicant Detail page and changing the status to Withdraw from the drop-down menu, select the Withdrawal Reason, make any new comments and click **Save**.

**Accelerated Applicant Detail**

Empl ID			Accelerated Applicant Status	Inactive
Academic Career	Undergrad		Student Career Nbr	1
Academic Program	UGTB	School of Global Management	Admit Term	2207
Academic Plan	TBTGMBGM	Global Management	Requirement Term	2207
UG Program Status	AC	UGRD Degree Checkout Status	Expected Grad Term	
UGRD In Progress Units		Transfer Earned Units	UGRD Earned Units	
Current GPA		GRAD Completion Term	GRAD Units (500+)	

  

**Accelerated Plan** 1 of 1 | View All

Effective Date	09/28/2020	Effective Seq	1	+ -
*Graduate Acad Plan	TBGMGBMGM	Global Mgt (Global Business)		
Accelerated Degree	ACCBGMGMGB	BGM in Global Management/MGM in Global Management (Global Business)		
*Status	Withdraw			
Withdraw Reason	Opt Out			
Comments	Student has Decided to no longer pursue the graduate portion and no longer partake in the 4+1 program.			
User ID		Last Updated		

**Save**

## Pulling a Report in the Tool

To generate a list of students in a specific 4+1 program, enter at least three different search criteria and click on Search. (Please review steps provided in “Looking up a Student” for additional assistance). The results can be downloaded to an Excel spreadsheet by selecting the grid in the upper left corner.

Search Accelerated App
Result

**Accelerated Applicant Search Result**
Count of Records 18

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	Detail	Empl ID	Std't Car Nbr	UGRD Plan	Name	Email	GRAD Plan	Accelerated App Status
1	<a href="#">Detail</a>	██████████	0	ARPUPBSP	██████████	██████████	ARURBMUEP	Prospect
2	<a href="#">Detail</a>	██████████	0	ARPUPBSP	██████████	██████████	ARURBMUEP	Prospect
3	<a href="#">Detail</a>	██████████	0	ARPUPBSP	██████████	██████████	ARURBMUEP	Prospect

Questions: Please contact your Graduate Support Coordinator if you have further questions about how to use the Accelerated Application Tracking tool.