

Accelerated Application Tracking Tool

The tool is used to track students admitted into eligible 4+1 programs and those being recruited into the programs. 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"/> Acad Unit GPortal Financial	<input type="checkbox"/> Acad Unit POS View Only
<input type="checkbox"/> Acad Unit POS Supervisor	<input type="checkbox"/> Accelerated App Tracking

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 statuses listed below.

- ***Prospect:** Undergraduate student that has expressed interest or graduate advisor has identified the student as a potential candidate for an 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 an accelerated program.

Indicators:

- Has a minimum GPA of a 3.0 and has completed at least 75 credits
 - Has 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 they will start the Master's portion of the accelerated program.
 - **Student:** Undergraduate student has been admitted to the Master's portion of the accelerated program.

- ***Withdraw:** Units can change the student status to “withdrawn” in the Accelerated Tracking Tool at any time for the following reasons: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 their undergraduate degree program to a non-approved 4+1 program
- **Inactive:** Student is no longer an active student or graduated with the Bachelor’s and did not continue into the Master’s portion of the 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 Applicant(s)

Empl ID: ← Override

Name Last, First: ,

Undergraduate Academic Plan: Q

Undergraduate Admit Term: Q to Q

Grad Academic Organization: Q

Graduate Academic Plan: Q

Status

Prospect

Candidate

Applicant

Student

Graduated

Acc Track Inactive

Start Term: Q End Term: Q

→ Search 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**.

Accelerated Applicant Search Result Count of Records 1

	Detail	Empl ID	Stdt Car Nbr	UGRD Plan	Name	Email
1	Detail					

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

Accelerated Applicant Detail

Accelerated Applicant Status	Student		
Academic Career	Undergrad	Student Career Nbr	0
Academic Program	UGPP	Watts Col of Pub Ser & Com Sol	Admit Term 2194
Academic Plan	PPPAFHPBS	PubSvc & PubPol (HealthPolicy)	Requirement Term 2194
UG Program Status	AC	UGRD Degree Checkout Status	Expected Grad Term
UGRD In Progress Units	15.00	Transfer Earned Units 107	UGRD Earned Units 48.00
Current GPA	3.230	GRAD Completion Term	GRAD Units (500+) 9.00

Accelerated Plan 1 of 1 View All

Effective Date 05/04/2020 Effective Seq 1

*Graduate Acad Plan Public Admin (Pub Finance)

Accelerated Degree ACCHPPMPA BS in Public Service & Public Policy (Health Policy)/Master of Public Admin (Public Finance)

*Status

Comments

User ID mbreed Last Updated 05/04/20 10:05AM

Adding a Student in the Tool

- 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 ←

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

→

Prospect - Undergraduate Student that has expressed interest, or graduate advisor identified student as a potential candidate for the accelerated program.
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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	Detail		0	PPPAFLPBS		

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

Accelerated Applicant Detail

Academic Career	Undergrad	Accelerated Applicant Status	N/A
Academic Program	UGPP	Student Career Nbr	
Academic Plan	PPPAFLPBS	Admit Term	
UG Program Status	AC	Requirement Term	
UGRD In Progress Units	UGRD Degree Checkout Status	Expected Grad Term	
Current GPA	Transfer Earned Units	UGRD Earned Units	
	GRAD Completion Term	GRAD Units (500+)	

Accelerated Plan Q | < | 1 of 1 | > | View All

Effective Date 11/05/2020 Effective Seq 1

*Graduate Acad Plan PPPADTMPA Public Administration MPA

Accelerated Degree ACCLPMPA BS in Public Service & Public Policy (Law & Policy)/Master of Public Administration

*Status Prospect ←

Comments

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.

1. To do this, go to the student's Accelerated applicant details page and click on the + sign to add a row.

The screenshot shows the 'Accelerated Applicant Detail' page. The 'Accelerated Plan' section is highlighted with a red box around the '+' button, indicating where to click to add a new row. The page displays various fields for the applicant, including Academic Career (Undergrad), Academic Program (UGES), Academic Plan (TSIFTBS), and Accelerated Degree (ACCIFTBSMS). The status is currently set to 'Prospect'.

2. Choose Candidate in the drop-down menu, make any new comments and click on **Save**.

The screenshot shows the 'Accelerated Applicant Detail' page with the 'Accelerated Plan' section. The status dropdown menu is open, and 'Candidate' is selected. The page displays various fields for the applicant, including Academic Career (Undergrad), Academic Program (UGES), Academic Plan (TSIFTBS), and Accelerated Degree (ACCIFTBSMS). The status is now set to 'Candidate'. A red arrow points to the 'Save' button at the bottom right of the page.

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

Withdrawing a Student in the Tool

If students are no longer interested in pursuing the accelerated program, they can be withdrawn from it using the tool.

1. To do this, go to the students' Accelerated Applicant Detail page and click on the + sign to add a row.

Accelerated Applicant Detail

Academic Career	Undergrad	Accelerated Applicant Status	Candidate
Academic Program	UGES	Ira A Fulton Engineering	Student Career Nbr 0
Academic Plan	TSGITBS	Graphic Information Technology	Admit Term 2174
UG Program Status	AC	UGRD Degree Checkout Status	Requirement Term 2177
UGRD In Progress Units		Transfer Earned Units	Expected Grad Term
Current GPA		GRAD Completion Term	UGRD Earned Units
			GRAD Units (500+)

Accelerated Plan 1 of 2 | View All

Effective Date 03/22/2019 Effective Seq 1

*Graduate Acad Plan TSGIMSTECH Technology (Graphic Info Tech)

Accelerated Degree ACCBSMTGIT BS in Graphic Information Technology/MSTech in Technology (Graphic Information Technology)

*Status Candidate

Comments

User ID Last Updated

+ **-**

Save

2. Next, change the status to Withdraw from the drop-down menu, select the Withdrawal Reason, make any new comments and click **Save**.

Accelerated Applicant Detail

Academic Career	Undergrad	Accelerated Applicant Status	Candidate
Academic Program	UGES	Ira A Fulton Engineering	Student Career Nbr 0
Academic Plan	TSGITBS	Graphic Information Technology	Admit Term 2174
UG Program Status		UGRD Degree Checkout Status	Requirement Term 2177
UGRD In Progress Units		Transfer Earned Units	Expected Grad Term
Current GPA		GRAD Completion Term	UGRD Earned Units
			GRAD Units (500+)

Accelerated Plan 1 of 2 | View All

Effective Date 03/22/2019 Effective Seq 1

*Graduate Acad Plan TSGIMSTECH Technology (Graphic Info Tech)

Accelerated Degree ACCBSMTGIT BS in Graphic Information Technology/MSTech in Technology (Graphic Information Technology)

*Status Withdraw

Withdraw Reason

Comments

User ID Last Updated

+ **-**

Not Eligible
Opt Out
Other

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. Student emails are included so they can be used for advisor outreach.

Search Accelerated App **Result**

Accelerated Applicant Search Result Count of Records 18

☰ Q

	Detail	Empl ID	Std't Car Nbr	UGRD Plan	Name	Email	GRAD Plan	Accelerated App Status
1	Detail	██████████	0	ARPUPBSP	██████████	██████████	ARURBMUEP	Prospect
2	Detail	██████████	0	ARPUPBSP	██████████	██████████	ARURBMUEP	Prospect
3	Detail	██████████	0	ARPUPBSP	██████████	██████████	ARURBMUEP	Prospect

My ASU Messaging from the Tool

Once students have completed a specific number of credits and have been input into the tool, an automatic message will populate as a priority task on their MyASU home page. Please see the messaging examples below.

Prospect Status & 60 Credit Hours Completed:

Priority Tasks

[Accelerated Program Notice](#) ^

Based on your ASU cumulative GPA and credit hours completed, you have been identified as a potential Accelerated (4+1) Bachelors/Master's program student. Click on this link for your program's **Accelerated Program** options. Please contact your advisor for more information.

[Don't show this again](#)

Prospect or Candidate Status & 75 Credit Hours Completed:

Priority Tasks

[Accelerated Program Notice](#) ^

Based on your ASU cumulative GPA and credit hours completed, you have been identified as a prospective candidate for an Accelerated (4+1) Bachelors/Master's program. Click on this link for your program's **Accelerated Program** options. Please contact your advisor for more information about course advising, the application process, and admissions standards (if you are eligible and have not yet applied).

[Don't show this again](#)

Candidate Status & 90 Credit Hours Completed:

Priority Tasks

[Accelerated Program Notice ^](#)

You have met the 90-credit hour minimum requirement and now may be eligible to submit an application for an Accelerated (4+1) Bachelors/Master's program. Click on this link for your program's **Accelerated Program** options. Please contact your academic advisor for course advising and an application (if you are eligible and have not yet applied).

[Don't show this again](#)

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