

## **Instructions for Completing Pre-Acceptance Advising Form**

The pre-acceptance advising process requires that students meet with both undergraduate and graduate advisors to review Bachelor's-Accelerated-Master's (BAM) eligibility, policies, and map out remaining coursework for undergraduate and graduate degrees.

### **Step 1: Meet with your undergraduate advisor**

Once a student has met all eligibility criteria and is ready to apply for the BAM pathway, they should schedule an appointment with their undergraduate major advisor. During that appointment, they will complete the left-hand table (page 1) and the program plan (page 2) on the Pre-Acceptance Advising (PAA) Form.

To maximize the appointment time, the student should inform their advisor in advance that they want to complete the pre-acceptance advising process.

- Students pursuing an undergraduate major in Criminology, Law & Society should use the comments field of the appointment request to indicate that “pre-acceptance advising” process will be completed.
- Students pursuing any other undergraduate major may send their advisor a link to the PAA Form before the appointment. This form can be accessed from the [CHSS BAM Advising Forms webpage](#) (use CJUS form) or by contacting the CLS Graduate Program Coordinator ([clsgrad@gmu.edu](mailto:clsgrad@gmu.edu)).

Upon completion of the left-hand side of the form and program plan on page 2, the undergraduate advisor will sign and send the completed form to the CLS Graduate Program Coordinator ([clsgrad@gmu.edu](mailto:clsgrad@gmu.edu)).

### **Step 2: Meet with the CLS Graduate Program Coordinator**

The student will meet with the CLS Graduate Program Coordinator to complete the second portion of the pre-acceptance advising form. During that appointment, they will complete the right-hand table (page 1) and incorporate graduate-level classes into the program plan (page 2) on the PAA Form. Students will also receive detailed information about the online application and graduate policies.

After this meeting, the student will receive a completed version of the PAA form to sign and return to the Graduate Program Coordinator. The PAA Form will be processed by the department/college. Once this process is complete, the student can submit the application.

### **Tips for Successfully Completing the Pre-Acceptance Advising Form**

- The advisor initials each box under the “Reviewed” column as each section is assessed.
- Note the student’s earned credits and current GPA on the minimum eligibility line.
- For the course plan on page 2, indicate where there is space for BAM courses (to include credit hours), as well as how they apply towards the degree (i.e., general elective, major elective, reserve/graduate only credit).
- For each semester on the course plan, be sure to list the total credits per semester (cannot exceed 12 credits total).
- Any questions can be directed to [clsgrad@gmu.edu](mailto:clsgrad@gmu.edu).

## Bachelor's/Accelerated Master's in Criminal Justice Pre-Acceptance Advising Form

Student Name: \_\_\_\_\_

G Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

Checklist	Reviewed	Notes
Current Courses  Semester:		
Minimum Eligibility Criteria		<ul style="list-style-type: none"> <li>60 completed credits</li> <li>15 upper-level (300/400 level) credits completed at Mason</li> <li>3.5 GPA</li> </ul>
Credits remaining for undergraduate degree		Total needed to reach 120: Upper-level credits needed:
Courses remaining for: <ul style="list-style-type: none"> <li>Mason Core</li> <li>College requirements</li> <li>Major</li> <li>Concentration</li> <li>Minor</li> <li>Additional programs</li> </ul>		<i>See attached course plan for full breakdown of remaining requirements.</i>
Number of graduate courses to be completed through accelerated program:		<i>Check with Financial Aid if planning any reserve credits, as these may not be covered under all packages.</i>
Anticipated undergraduate conferral semester		

Undergraduate Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Checklist	Reviewed	Notes
Application requirements  BAM app term: Transition term:		<ul style="list-style-type: none"> <li>Two letters of recommendation</li> <li>Resume</li> <li>Goals statement</li> <li>Writing sample</li> </ul>
BAM Transition form <ul style="list-style-type: none"> <li>Submit at beginning of final undergraduate semester</li> </ul>		Final undergraduate semester:
Graduate program intended first semester		
Course inputs <ul style="list-style-type: none"> <li>Advance standing courses: applied towards both undergraduate and graduate degrees (12 credits max)</li> <li>Reserve courses: taken as an undergraduate student but only applied towards graduate degree (6 credits max)</li> </ul>		Advance standing courses: <i>(Primary courses)</i> <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ol> Reserve courses: <i>(Secondary courses)</i> <ol style="list-style-type: none"> <li>_____</li> <li>_____</li> </ol>

Graduate Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ SIGNATURE

Date: \_\_\_\_\_ DATE

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### Important BAM Policies and Requirements:

- If approved to participate in the BAM program, students must maintain eligibility GPA through the start of the BAM program (i.e., 3.5 GPA until first semester of BAM).
- In order to continue in BAM pathway, students must maintain a minimum 3.25 cumulative GPA each semester while in BAM status.
- A maximum of 6 graduate credits can be taken each semester. Students should take no more than 12 credits while participating in BAM.
- Students must earn a grade of “B” or higher in each graduate-level course while in BAM status.
- CRIM 517 cannot be taken while in BAM status. Students work with undergraduate and graduate advisors for course recommendations each semester.
- Full matriculation into the graduate program must occur in the fall or spring semester immediately following undergraduate degree conferral.

### Course Plan

Semester:	Semester:	Semester:
Semester:	Semester:	Semester:
Semester:	Semester:	Semester: