

Master of Arts Management  
**Accelerated Master's Program**

Eligibility	
Academic requirement	<ul style="list-style-type: none"> <li>• CMU undergraduate students from ANY major</li> <li>• Strong academic background</li> <li>• Most undergraduate requirements completed</li> <li>• Preference is given to applicants with significant background, experience and/or education in a particular arts discipline, with an arts organization or in combination with humanities disciplines such as communications, marketing, public relations, development, cultural anthropology.</li> </ul>
Apply Junior Year	To be eligible for the AMP Program, candidates must apply their junior year and will enroll their senior year.

Standard Application Materials		
1.	Application Deadline	January 10 <sup>th</sup> , 11:55pm
2.	Application	Apply online: <a href="https://apply.heinz.cmu.edu/apply/">https://apply.heinz.cmu.edu/apply/</a>
3.	2 Letters of Recommendation	At least one (1) of your recommenders should know you in a professional setting (full-time employment, internship, part-time employment, research, non-academic extracurricular activity, etc.) You may opt to have up to three (3) recommendations submitted in support of your application.
4.	Official Transcript(s)	You must request and send your official CMU transcript through the HUB to the Heinz College. If applicable, an unofficial transcript from all other colleges/ universities attended, regardless of whether a degree was obtained, should be uploaded to the online application system.
5.	Statement of Purpose	An essay describing your interest in this field and how your experience and proposed study will help you reach your career goals
6.	Resume	A current resume with your education information, work experience (including internships and hourly positions) and extracurricular information
7.	Signed AMP Form	Completed <b>Undergraduate Course Requirements form (AMP form)</b> with advisor's signature
8.	Required Interview	<b>Interviews are required.</b> You must Contact the Admissions Office to schedule your interview. Schedule as soon as possible. (Please plan to have your interview completed <i>before winter break</i> – schedule ahead!) 412.268.2164 or <a href="mailto:hznadmit@andrew.cmu.edu">hznadmit@andrew.cmu.edu</a>
CMU AMP Specific Admission Policies		
9.	GRE/GMAT	The GRE/GMAT requirement is waived for CMU AMP applicants.
10.	Bachelor's Degree	The completed bachelor's degree requirement is waived for CMU AMP applicants

MAM Degree Requirements	
Units required	192 units are required to complete the MAM program
Undergrad units toward the MAM degree	Up to 48 units of undergraduate classes completed while enrolled in the MAM program may be transferred and counted toward the required 192 units. Courses should be upper division and relevant to the content of the MAM degree. A <b>grade of B or better</b> must be earned in order to count the units toward the MAM degree.
Units remaining	At least 144 MAM units of coursework would remain to be completed
	Some MAM courses may fulfill undergraduate requirements. You should discuss this with your undergraduate advisor.
Prerequisite Coursework	A prerequisite course in pre-calculus and/or statistics must be successfully completed prior to enrolling in the program. Prerequisite course grades should be a "B" or higher. Students who do not meet the prerequisite will be required to complete the Quantitative Skills Summer Program (QSSP) the summer before your senior year, prior to enrolling in the MAM program
Internship	Successful completion of an approved summer internship

Financial Aid Information	
Financial aid for your senior year (first year at Heinz) will continue as it has in prior years	
Undergraduate students do not qualify for Heinz MAM financial aid	
Students <u>will</u> qualify for aid in the final two semesters of the MAM - AMP (after having <b>completed</b> a Bachelor's degree)	
Financial Aid contact: David Eber, <a href="mailto:deber@andrew.cmu.edu">deber@andrew.cmu.edu</a>	

**Below is a Sample Schedule – Your schedule will vary**

<b>MAM</b>	<b>Fall Semester</b>	<b>Units</b>	<b>Spring Semester</b>	<b>Units</b>	<b>Summer Semester</b>
Year 1 (Senior Year)	Undergraduate course (Stats)*	9	Undergraduate Course (Econ)*	9	Internship
	Undergraduate course (Bus. Comm.)*	9	Undergraduate Course*	9	
	Undergraduate Course *	6	Undergraduate Course*	6	
	Arts Enterprises	12	Strategic Presentations	6	
	Writing for Creative Enterprises	6	Fundraising: Individual Giving	6	
	MAM/Heinz Elective	6	Fundraising: Institutional Giving	6	
	MAM Professional Seminar I	0	Intro to Database Mgmt	6	
			MAM Professional Seminar II	0	
	Total Heinz Units**	<b>48</b>	Total Heinz Units**	<b>48</b>	<b>0</b>
Year 2 (Grad Year)	Exhibitions Management OR Producing Performing Arts	6	Museum Operations OR Presenting Performing Arts & Festivals	6	
	Principles of Marketing	6	Systems Synthesis	12	
	Law and the Arts	12	Financial Analysis	12	
	Data/Tech Requirement	6	MAM / Heinz Electives	12	
	MAM/Heinz Electives	12	Arts Marketing	6	
	External Relations	6			
	Total Units	<b>48</b>	Total Units	<b>48</b>	

\* Relevant Undergrad Coursework can count toward the MAM degree. You should discuss this with the MAM program office.

\*\*Some MAM coursework may fulfill undergraduate requirements. You should discuss this with your undergraduate advisor.

**Benefits**

- You will complete two semesters of coursework as an integrated undergraduate-graduate student before graduating with a Bachelor’s degree in May
- You will be able to complete an internship in the summer following your senior year
- Completing your internship prior to starting the final two semesters will allow you to have more work experience for your resume when seeking employment opportunities.
- You will be eligible for MAM financial aid in the final two semesters of the program (after having **completed** a Bachelor’s degree)
- You may be able to exempt certain Heinz courses with units earned in undergraduate coursework that would give you more flexibility in course selection. The undergraduate courses that qualify you to exempt a Heinz course are reviewed each academic year.

**Contact Information:**

**To Schedule Required Interview:**

Please call (412) 268 – 2164  
[hznadmit@andrew.cmu.edu](mailto:hznadmit@andrew.cmu.edu)

Jessica Bowser Acrie, ([jabowser@cmu.edu](mailto:jabowser@cmu.edu))  
 Director, Master of Arts Management Program  
 Hamburg Hall, Room 1115

Carrie Rote ([crote@cmu.edu](mailto:crote@cmu.edu))  
 Associate Director of Admissions  
 Hamburg Hall, Room 1101

**Accelerated Master’s Program (AMP) Undergraduate Course Requirements Form**

**This form is required as part of the Application for admission.  
Please upload this completed form to your online application.**

**All students applying to the AMP** must complete this form (with their advisor’s signature), listing their undergraduate degree requirements (specific courses that are required, electives AND any other units required to complete their bachelor’s degree) that will be remaining at the start of the fall semester of their senior year.

**Carnegie Mellon** undergraduate students are eligible to apply for admission to the AMP only if the student will have the ability to enroll in the necessary number of graduate courses during their senior year:

- MAM: 48 UNITS OR MORE MUST BE TAKEN IN THE FIRST YEAR

**Carnegie Mellon** undergraduate students are eligible to “double count” certain undergraduate coursework towards their master’s degree requirements. The following applies to courses taken during their senior year, while enrolled in the AMP, with their master’s program director’s approval, and assuming an upper division course of grade B or higher:

- MAM: 48 UNITS OR LESS

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

Student Undergraduate Major: \_\_\_\_\_

# of units required to complete bachelor’s degree= \_\_\_\_\_

# of units remaining (at the start of senior year) to graduate= \_\_\_\_\_

Please legibly list the remaining required courses you need to take in order to complete your undergraduate degree, what semester you plan to take them during your senior year, and how many units you will earn for each course:

Required Courses

Course #	Course Title	Semester	# of Units

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_