

CHATHAM UNIVERSITY ACCELERATED GRADUATE PROGRAM

Well-qualified Chatham students have the opportunity to earn a bachelor's degree in the major of their choice along with a master's degree at Chatham University in as little as five years. Students may also choose to pursue a master's degree at the H. John Heinz III School of Public Policy at Carnegie Mellon University or through Duquesne University. The Accelerated Graduate Program requires a demanding undergraduate load for three years, followed by full-time graduate studies. Depending on a student's specific course of study, additional time may be required to complete both degree programs. Students should consult their advisors in their first-year (or as early as possible in their undergraduate studies) for guidance in developing an appropriate course of study.

ELIGIBILITY

The Accelerated Graduate Program is open to any undergraduate student at Chatham. Some programs allow students become candidates for admission as incoming, first-year undergraduate students at the College. In other programs, students must wait to apply to the Accelerated Graduate Program until the junior year. Students are welcome to major in any subject they choose, providing they complete the necessary prerequisites to enter the graduate program.

GRADUATE PROGRAMS THAT OFFER THE ACCELERATED GRADUATE PROGRAM

The following programs offer conditional admission to qualified, incoming first-year students.

- Accounting - MAcc
- Biology – M.S.
- Business Administration - M.B.A.
- Counseling Psychology - M.S.
- Film and Digital Technology – M.F.A.
- Food Studies – M.A.F.S.
- Landscape Design and Development - MLD
- Occupational Therapy – M.O.T.
- Psychology – M.A.
- Physician Assistant - MPAS
- Writing - M.F.A.

Students interested in the Master of Arts in Teaching program should apply at the end of their sophomore year.

Students interested in the Physician Assistant Studies program must apply during their junior year.

GRADUATE PROGRAMS THAT DO NOT OFFER THE ACCELERATED GRADUATE PROGRAM

Students may be conditionally admitted to these programs as incoming first-year students. However, the programs are not offered in an accelerated format. Students must complete the bachelor's degree prior to beginning any coursework for these graduate programs. Conditionally

admitted students must complete an application for admission, meet all admission requirements, and be fully admitted into a program prior to beginning coursework for the program.

- Physical Therapy – D.P.T.
- Landscape Architecture – M.L.A.
- Interior Architecture – M.I.A.
- Interior Architecture – M.S.I.A. (for Bachelor of Interior Architecture students only)

The following programs do not offer the Accelerated Graduate Program, and first-year students may not be conditionally admitted into these programs.

- Counseling Psychology – PsyD
- Physical Therapy (Transitional Doctorate)

ACCELERATED GRADUATE PROGRAMS AT CARNEGIE MELLON UNIVERSITY

The H. John Heinz III School of Public Policy at Carnegie Mellon University also offers the following programs (please refer to the appendix for additional information).

- Master of Science in Public Policy and Management
- Master of Science in Health Care Policy and Management
- Master of Information Systems Management
- Master of Arts Management

ACCELERATED GRADUATE PROGRAMS AT DUQUESNE UNIVERSITY

Duquesne University also offers the following programs (please refer to the appendix for additional information).

- Master of Science in Biotechnology
- Master of Science in Computational Mathematics
- Master of Science in Forensic Science and Law
- Master of Arts in Social and Public Policy

ADMISSION

The Accelerated Graduate Program is available for entering first-year students and currently enrolled undergraduates in good standing who meet the eligibility requirements. Incoming first-year students may apply and be provisionally accepted into all graduate programs in the Accelerated Graduate Program at the time of admission as an undergraduate student with the exception of Physician Assistant Studies and Teaching. All undergraduate students seeking admission to the Accelerated Graduate Program, including those conditionally admitted in their first-year, should submit a completed graduate program application to the Office of Admissions no later than the end of their junior year (end of sophomore year for those interested in the MAT program). Acceptance into the Accelerated Graduate Program for all students is conditional pending successful completion of all graduate program prerequisite requirements. **Students who do not successfully complete all prerequisites by the semester they wish to enter the graduate program must complete their undergraduate degree before entering a graduate program.** Students interested in applying to the Accelerated Graduate Program should contact the Director of Graduate Admissions at 412-365-1141.

Admissions Procedures

Incoming first-year students should indicate their interest in applying for the Accelerated Graduate Program on the undergraduate application to Chatham University that is submitted to the Office of Admissions. All undergraduate students should discuss their interest in the Accelerated Graduate Program with their academic advisors as early in their undergraduate career as possible. It is also important for students to meet with the faculty liaison of the graduate program of interest as early as possible.

Requirements

All students applying to the Accelerated Graduate Program must meet the following requirements prior to entering the program after the junior year:

- Submission of the graduate program application form and Accelerated Graduate Program supplement form.
- Successful completion of all major and general education requirements

In addition, students must successfully complete or submit the following program-specific admission requirements in order to be considered for admission:

- Accounting
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members
 - Successful completion of required pre-requisite courses: ACT 222 and 223 (Financial Accounting Principles I and II); ACT 322 and 323 (Intermediate Accounting I and II); ACT324 (Federal Tax Accounting); ACT325 (Cost Accounting); ACT331 (Auditing)
- Biology
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members
- Business Administration
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members
- Master of Science in Counseling Psychology
 - Overall undergraduate GPA of 3.0
 - Junior Status (72 credit hours) completed at time of application
 - For transfer students, completion of 33 credit hours at Chatham College over a minimum of two consecutive semesters
 - Prior to submitting an application to Admissions, students must complete the application checklist and the Plan for Completion of Undergraduate Requirements form with their undergraduate advisor

- and the MSCP program director. The MSCP Program Director, undergraduate advisor, and student should receive a copy
- Completion of prerequisite courses in statistics, biology, and psychology
- Film and Digital Technology
 - Submission of a portfolio of work in film and/or digital media
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members
 - Food Studies
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members
 - Landscape Design and Development
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members
 - Occupational Therapy
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Evidence of volunteer/work experience in an occupational therapy setting
 - Evidence of community service
 - Three letters of recommendation: one letter from a faculty member, one from an occupational therapist, and one from a volunteer or work supervisor.
 - Successful completion of required prerequisite courses with a C- or above: BIO201; BIO202; PSY333; PSY152 OR PSY351 and PSY352; IND350 OR PSY213 OR MTH110
 - Master of Physician Assistant Studies
 - An online application form provided by the Centralized Application Service for Physician Assistants (CASPA).
 - An overall undergraduate GPA of 3.5 and overall science GPA of 3.4 at the time of application to CASPA as calculated by CASPA.
 - Successful completion of all undergraduate requirements, including the tutorial, by the end of the junior year.
 - Successful completion of 60 credit hours at Chatham
 - Successful completion of all pre-requisite courses with a B or above by June 1st of the year that they intend to matriculate into the PAS program
 - Students must supply three letters of recommendation.

- Students must shadow a physician assistant and provide documentation of such by completing the Healthcare Shadowing section of the CASPA application.
- Master of Fine Arts in Creative Writing
 - Submission of a portfolio of work
 - Successful completion of 15 prerequisite courses (additional information is available from graduate admissions or the program director)
 - Overall undergraduate GPA of 3.0
 - Interview with the Graduate Program Director
 - Two letters of recommendation from faculty members

FINANCIAL AID AND BILLING

Once an undergraduate has been accepted into an Accelerated Graduate Program, several factors will determine the timing of her change in status from undergraduate to graduate. PLEASE NOTE: a shift in status from undergraduate to graduate student will impact both a student's eligibility for financial aid and billing method. Students should consult with a financial aid counselor prior to entering the Accelerated Graduate Program in order to determine the impact that a change in status will have on her financial aid. No student will be considered for graduate student financial aid status until she has completed a minimum of 102 credits. After completing 102 credits, a student may choose to maintain her undergraduate status for financial reasons. However, a student in the Accelerated Graduate Program will automatically become a graduate student when all of the following conditions have been met:

- Student has completed 120 credits;
- Student has been enrolled in at least seven semesters of college coursework (not including Maymester) OR student has met the institutional residency credit requirement (based on number of credits that have been transferred into the university upon admission);
- Student is enrolled in graduate courses for a minimum of three credits.

During the semesters that a student is considered an undergraduate student, both financial aid and billing will be based on undergraduate status. Students will be charged at the undergraduate tuition rate at this time, which may include a financial overload fee should enrollment exceed 21 credits in the fall or spring or 5 credits during Maymester. Prior learning assessment (PLA) credits, which are earned at the undergraduate level count towards the 120 credits needed for a student's status to change from undergraduate to graduate.

Eligibility for financial aid from Chatham University is affected when students enrolled in the Accelerated Graduate Program shift from undergraduate to graduate, as Chatham grants and scholarships cannot be used toward graduate enrollment. For billing purposes, a student is billed at the graduate tuition rate once the conditions have been made to become a graduate student. Also, once students are at the graduate level for billing and financial aid they are no longer eligible for tuition exchange and tuition remission.

ACADEMIC POLICIES

Undergraduate Program. Undergraduate students who expect to participate in the Accelerated Graduate Program must complete all general education requirements for the baccalaureate degree as well as fulfill prerequisites for the graduate program they intend to enter. Students must also complete all of the requirements for the undergraduate major.

Depending on a student's curricular and co-curricular program (e.g., athletics, work study), she may need to take courses in all available Maymester terms and at least one summer term in order to complete the Accelerated Graduate Program in five years. During the course of her undergraduate studies, a student may need to take an academic overload during one or more semesters in order to accelerate the undergraduate degree and complete the program in five years. Any student taking more than 18 credits in a single semester is considered to be on academic overload. In order to register for more than 18 credits, students must complete the Academic Overload Petition available on myChatham. Students on academic overload may be required to pay a financial overload fee if they exceed 21 credits in the fall or spring or 5 credits during Maymester.

A student may not begin taking graduate-level courses for the Accelerated Graduate Program until she has been fully admitted into a graduate program and completed her junior year of undergraduate study, except students entering the MAT program, who may begin taking graduate-level coursework during the junior year.

Undergraduate students taking graduate-level courses in the Accelerated Graduate Program are eligible for the Dean's List only if they are taking at least 12 credits of undergraduate coursework in a semester. Eligibility for the Dean's List is determined by the semester grade point average from undergraduate courses only.

Undergraduate and Graduate Course Credit. A maximum of 12 graduate-level credits may be counted toward both the undergraduate degree and the graduate degree simultaneously. Twelve credits of graduate coursework may be used to fulfill major requirements (with the written approval of the major advisor, submitted to the Registrar) and as electives, and will count toward the 120 credit graduation requirement as well as toward the master's degree. Students in the Accelerated Graduate Program must complete an undergraduate tutorial.

Undergraduate students who transfer to Chatham from another higher education institution may count the graduate credits applied to the undergraduate degree through the Accelerated Graduate Program toward the residency requirement for the bachelor's degree. The residency requirement states that transfer students entering Chatham with sophomore standing must complete a minimum of 54 credit hours at Chatham University in order to graduate with a bachelor's degree. Transfer students entering Chatham with junior or senior standing must complete a minimum of 45 credit hours and three long terms at Chatham University in order to graduate with a bachelor's degree. Courses taken in cross-registration are credited toward fulfilling the residence requirement.

Awarding of Degrees. The semester before completion of the requirements for the undergraduate degree, students must submit an application for graduation. They will then receive

their bachelor's degree at the next possible degree conferral date. Students then complete the remaining requirements for the master's degree and submit a second application for graduation the semester before they plan to graduate. Students will then receive their master's degree at the next possible degree conferral date.

Exiting the Accelerated Graduate Program prior to completion. After beginning the graduate program, if an Accelerated Graduate student withdraws voluntarily or involuntarily from the program, she will be granted credit for classes successfully completed at the time of withdrawal. If the student withdraws from the program prior to completing the undergraduate degree, the student may then choose to revert back to undergraduate status, at which time she must make arrangements with her undergraduate advisor to complete any remaining undergraduate coursework. Students exiting the program prior to completion may count no more than 12 graduate course credits toward the undergraduate degree.

If a student withdraws from the Accelerated Graduate Program, but at a later date determines that she would like to re-enter the graduate program that she began as an Accelerated Graduate student, she must submit a new application and be readmitted to the graduate program. Upon being readmitted, the student must adhere to all program requirements current at the time of readmission. Graduate course credits applied toward the completion of the undergraduate degree may not be counted toward the master's degree upon readmission to the graduate program.

ADDITIONAL INFORMATION

Students who wish to obtain additional information about the Accelerated Graduate Program can contact their undergraduate advisor, the director of the graduate program to which they intend to apply, the Assistant Dean of Chatham College for Women (Kelli Maxwell, kmaxwell@chatham.edu) or the office of Graduate Admissions.

FACULTY LIASONS FOR THE ACCELERATED GRADUATE PROGRAMS

Graduate Program	Faculty Liaison	Email Address
Accounting	Deborah DeLong, Ph.D.	ddelong@chatham.edu
Biology	Lisa Lambert, Ph.D.	lambert@chatham.edu
Business Administration	Deborah DeLong, Ph.D.	ddelong@chatham.edu
Counseling Psychology	Mary Beth Mannarino, Ph.D.	mmannarino@chatham.edu
Education	Barbara Biglan, Ed.D.	biglan@chatham.edu
Film and Digital Technology	Prajna Paramita Parasher, Ph.D.	parasher@chatham.edu
Food Studies	Alice Julier, Ph.D.	ajulier@chatham.edu
Landscape Design and Development	Safei Hamed, Ph.D.	shamed@chatham.edu
Occupational Therapy	Jodi Schreiber, MS, OTR/L	jschreiber1@chatham.edu
Physician Assistant Studies	Carl Garrubba, MS, PA-C	cgarrubba@chatham.edu
Creative Writing	Heather McNaugher, Ph.D.	hmcnaugher@chatham.edu

Students who wish to obtain additional information about the Accelerated Graduate Program can contact their undergraduate advisor, the liaison of the graduate program to which they intend to apply, the Assistant Dean of Chatham College for Women (Kelli Maxwell, kmaxwell@chatham.edu) or the office of Graduate Admissions (Michael May, mmay@chatham.edu).

All undergraduate students should discuss their interest in the Accelerated Graduate Program with their academic advisors as early in their undergraduate career as possible. It is also important for students to meet with the liaison of the graduate program of interest as early as possible.

ACCELERATED GRADUATE PROGRAMS AT CARNEGIE MELLON UNIVERSITY

The H. John Heinz III School of Public Policy at Carnegie Mellon University also offers the following programs in an accelerated format:

- Master of Science in Public Policy and Management
- Master of Science in Health Care Policy and Management
- Master of Information Systems Management
- Master of Arts Management

Students are eligible to apply in their junior year. All students interested in applying must meet the following requirements:

- 3.0 minimum GPA at the end of junior year
- B+ in all Chatham upper level courses specified as transfer courses
- B in all courses at CMU during senior year
- B or better in all prerequisite courses: Advanced Algebra/Pre-Calculus (Statistics and Economics recommended)
- Successful completion of Chatham undergraduate requirements by the end of spring semester, senior year.

In addition, the following must be included with application:

- Two academic letters of recommendation
- One professional letter of recommendation
- Official Chatham transcripts (transfer transcripts also required)
- Professional resume
- Essay
- Undergraduate course requirements form with advisor's signature
- Completion of an interview with CMU admissions staff

For additional information, please contact:

Sandi DiMola
Assistant Professor
sdimola@chatham.edu

David Eber
Director of Admissions
deber@andrew.cmu.edu

Bridget Jakub
Assistant Director of Admissions
jakub@andrew.cmu.edu

ACCELERATED GRADUATE PROGRAMS AT DUQUESNE UNIVERSITY

Duquesne University also offers the following programs (please refer to the appendix for additional information).

- Master of Science in Biotechnology
- Master of Science in Computational Mathematics
- Master of Science in Forensic Science and Law
- Master of Arts in Social and Public Policy

Students may be conditionally admitted to Duquesne University at the time of their initial acceptance to Chatham University provided they meet the following criteria to be fully admitted. Students are also eligible to apply in their junior year. All students interested in applying must meet the following requirements:

- 3.0 minimum GPA at the end of junior year;
- B+ in all Chatham upper level courses specified as pre-requisite or co-requisite courses;
- Earn a B or better in all courses completed at Duquesne during junior and senior year;
- Successful completion of Chatham undergraduate requirements by the end of spring semester, senior year.

In addition, the following must be included with application:

- Two letters of recommendation from Chatham faculty members
- Official Chatham transcripts
- Completion of an interview with Duquesne University administrators

For additional information, please contact:

Larry Viehland, Ph.D.
Chair, Department of Science
viehland@chatham.edu