Agreement

to Establish an Early Assurance Program

for Undergraduate Students of Chatham University (Pittsburgh, Pennsylvania)

at the Graduate School of Public & International Affairs, University of Pittsburgh
(Pittsburgh, Pennsylvania)

The University of Pittsburgh Graduate School of Public & International Affairs (GSPIA) hereby agrees to establish an “Early Assurance” admission program for select undergraduates at Chatham University (Chatham). This document outlines the terms, conditions, and procedures of the Early Assurance program.

A. Summary of Agreement

Qualified Chatham undergraduates may apply, and may receive conditional admission to GSPIA, up to a year earlier than the general public - after completing only three years of undergraduate education (or the equivalent). These students will learn their admission status prior to entering their fourth (senior) years as undergraduates. Those who are admitted will also be guaranteed a minimum scholarship award of $5,000/year, to be increased at GSPIA’s discretion. Both the admission and scholarship offers will be contingent upon completion of a Chatham bachelor’s degree, with an acceptable academic and personal record, within one year of the date of admission. Accepted students will not be obligated to enroll at GSPIA, but will receive the “early assurance” that their seats in the class are being held for them.

B. Rationale for an Early Assurance Program

Chatham’s outstanding undergraduate programs in History, Political Science and International Studies, and GSPIA’s outstanding graduate programs in public and international affairs, make the two institutions logical partners. For many years, there has been a significant flow of highly qualified Chatham alumni into GSPIA. An Early Assurance agreement allows GSPIA to acknowledge this relationship and attract talented students, and allows Chatham to establish a partnership with a top graduate program.

C. Student Eligibility

A student is eligible to apply to GSPIA’s Early Assurance program if he or she:

1. Is currently enrolled as an undergraduate at Chatham University, pursuing a major or minor in History, Political Science, and International Studies or any other approved program.
2. Has completed enough credits to be considered at least a third-year (junior) undergraduate at the time of application
3. Expects to graduate from Chatham in the next academic year
4. Has earned a minimum 3.5 cumulative grade point average on a 4.0 scale
5. Intends to pursue either a Master of Public Administration (MPA), Master of Public & International Affairs (MPIA), or Master of International Development (MID) degree at GSPIA. (Note: applicants to GSPIA’s mid-career Master of Public Policy & Management [MPPM] and Doctor of Philosophy [PhD] programs are not eligible)

D. **Selection Procedures for Candidates**

Faculty at Chatham is responsible to identify promising candidates to the Chair of the History, Political Science, and International Studies program. Faculty may nominate any of their students at any time by referring the students to Kelly McDevitt, Graduate Enrollment Counselor and program liaison or Michael Rizzi, GSPIA’s Associate Director of Student Services.

After a student has been referred to GSPIA, he or she will participate in a phone interview with GSPIA’s admissions staff. Any student determined, during this interview, to meet the eligibility requirements will be permitted to apply under the terms of the Early Assurance program.

E. **Publicity for the Program**

Publicity for the program is largely the role of the Chatham faculty and staff. GSPIA will provide promotional materials (brochures, flyers) to Chatham for distribution across the campus, in student mailboxes, in the career services office, etc. Chatham will include information about the early assurance program on its website and in newsletters/announcements to students.

A GSPIA representative will visit the Chatham campus at least once per year to conduct an information session explaining the program. Chatham faculty will publicize the event to students, and any interested student or faculty member may attend.

F. **Application Procedure for Candidates**

A completed application to GSPIA consists of:

1. Online application forms (available at [www.gspia.pitt.edu](http://www.gspia.pitt.edu))
2. GRE Scores
3. Three letters of recommendation*
4. Undergraduate transcript(s) showing all coursework to date
5. Résumé
6. Two essays**

*One of the letters must be written by the Chair of the History, Political Science, International Studies program or another faculty member designated by the Chair to fulfill this role. The letter must clearly
state that the student meets the eligibility requirements for the Early Assurance program, and is expected to graduate with a bachelor’s degree within the next academic year.

**Applicants should clearly state in their application essay (please use Essay #3) that they are applying as part of the Chatham Early Assurance Program.

G. **Deadlines**

Students may apply to the Early Assurance program no later than **July 15** of the year prior to their expected enrollment at GSPIA (e.g., students who plan to enroll in graduate school in Fall, 2013 will apply by July 15, 2012). Exceptions may be granted on a case-by-case basis at GSPIA’s discretion.

H. **Scholarship Guarantee**

Any student admitted under the terms of the Early Assurance program will be guaranteed a merit scholarship in an amount of at least $5,000 per year, subject to GSPIA’s usual renewal requirements. GSPIA may, at its discretion, offer larger awards. Students will learn whether they have received a larger award no later than March of their senior years as undergraduates.

I. **Enrolling at GSPIA**

Students admitted under the Early Assurance program will not be required to accept or decline their admission until April 15 of their senior years as undergraduates. By April 15, those who intend to enroll must sign their admission letters and submit non-refundable $200 tuition deposits (by check or money order) to GSPIA.

J. **Finalizing Admission and Possible Revocation of Admission**

Students’ admission to GSPIA will not be final until submission of a final transcript, showing completion of the bachelor’s degree with an acceptable record.

During the year between their admission and enrollment, students admitted under the Early Assurance program will be obligated to maintain a grade point average, disciplinary record, and overall academic/personal profile consistent with the profile they represented on their original application. GSPIA may, at its sole discretion and without prior warning, revoke a student’s admission in the event of any changes in the student’s criminal history, academic profile, or personal profile during the period between admission and enrollment.

K. **Limitations of the Agreement**

No part of this agreement shall be construed as establishing an exchange of credits or tuition between Chatham University and GSPIA (or the University of Pittsburgh overall). The agreement only affects the application/admissions procedure for select Chatham students.
The agreement is not exclusive for either party. Chatham is free to sign similar agreements with other graduate programs, and GSPIA is free to sign similar agreements with other undergraduate programs.

Chatham students applying to GSPIA will not be required to take advantage of the Early Assurance program. Any Chatham student/graduate is free to apply to GSPIA using normal procedures.

Applicants to GSPIA’s Doctor of Philosophy or mid-career Master of Public Policy & Management programs are not eligible to apply under the terms of the Early Assurance program.

The agreement applies only to the University of Pittsburgh’s Graduate School of Public & International Affairs, and does not apply to any other school, unit, or academic department of the University of Pittsburgh.

L. **Timeframe of the Agreement**

This agreement will go into effect during the 2011 – 2012 academic year, and will remain in effect for a period of five years. The first Chatham students eligible for to apply to GSPIA under this program will be those students enrolled in their third academic year (i.e., college juniors) in 2011 – 2012. They will be expected to graduate from Chatham in spring 2013, and if admitted, enroll at GSPIA in fall, 2013.

M. **Renewing/Terminating the Agreement**

The agreement will remain in effect for five years, ending in the 2016-2017 academic year. At that time, it may be renewed with approval of both Chatham and GSPIA. Absent approval from both institutions for a renewal, the agreement will automatically terminate when the final cohort of Chatham students is admitted under the Early Assurance program in 2017.

Either party may terminate the agreement with or without cause, at any time, on the provision of 120 days written notice to the other parties.

GSPIA may change its admission criteria and the criteria under which it will accept Chatham students/alumni at any time, and will notify Chatham of any changes should they arise.

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- Signed -

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John T.S. Keeler           Date       Laura S. Armesto         Date
Dean                      Vice President for Academic Affairs
Graduate School of Public & International Affairs
University of Pittsburgh   Chatham College for Women
Chatham University