Letter of Agreement to Offer Guaranteed Admission to the Master’s Degree in Social and Public Policy Between Duquesne University and Chatham University

Objective
This agreement is intended to enable qualified Chatham University students to complete a bachelor’s degree at Chatham and master of arts degree in Social and Public Policy at Duquesne University in five years. Chatham students will complete the degrees in a 4/1 format.

Curriculum
Duquesne and Chatham personnel will develop a list of courses that Chatham students must have completed prior to enrolling in courses at Duquesne including pre-requisite and co-requisite courses. During the junior and senior years at Chatham, students may take courses (either undergraduate or graduate classes as needed) at Duquesne University through the PCHE exchange, subject to approval of the Duquesne graduate program director.

In addition to completion of the bachelor’s degree at Chatham, students must complete a minimum of 36 hours at the graduate level at Duquesne in order to complete the Master of Arts.

Admission
Students will be admitted to the 4/1 option in either of two ways:

1. At the time of their undergraduate admission: Chatham and Duquesne University will conditionally admit qualified first-year undergraduate students to the 4/1 option with the understanding that they will have to meet the following criteria in order to be fully admitted to a master’s program at Duquesne. The student must:
   • Have earned a 3.00 cumulative GPA by the end of the junior year;
   • Have earned a “B+” or better in each of the Chatham upper level courses specified as pre-requisite or co-requisite courses;
   • Provide positive letters of recommendation from two Chatham faculty members;
   • Earn a “B” or better in each of the courses completed at Duquesne during the student’s junior/senior years at Chatham;
   • Complete a Duquesne University application form;
   • Conduct a personal interview with Duquesne University administrators;
   • Submit a final Chatham transcript to Duquesne University.

2. Chatham students not given a conditional early admission to the Duquesne program, but who meet all the requirements for admission, may still apply for admission to the 4/1 option in their junior year. Students must meet all of the criteria outlined in #1 above.

Annually, a maximum of five students who meet the criteria above will be guaranteed admission into the master’s program at Duquesne. Admission to Duquesne will be
contingent upon availability of openings in the graduate program if all of the openings guaranteed to Chatham that year have already been filled. Chatham students will only be guaranteed admission if their completed application materials are submitted to Duquesne by April 15th of the junior year. Following that date, admission will be contingent upon the availability of openings.

**Advising**
- Chatham advisors will be responsible for guiding students’ plans of study so that they can meet pre-requisite and co-requisite course requirements in a timely fashion.
- Chatham advisors will encourage students to apply to graduate schools other than Duquesne in case students do not achieve full acceptance at Duquesne University.
- Duquesne personnel will assign Chatham students a Duquesne graduate faculty advisor based on the personal interview.
- Duquesne personnel will conduct information sessions at Chatham twice a year.

**Cost**
Neither Chatham University nor Chatham students will incur any additional costs while an undergraduate student at Chatham.
- Chatham students will register as full-time students at Chatham during the junior and senior years, and may also register for up to two courses per term (fall and spring) at Duquesne University through the PCHE agreement. Courses may be either undergraduate or graduate courses depending upon program requirements.
- After receiving the baccalaureate degree at Chatham and being fully accepted into Duquesne University, students will be responsible for paying all subsequent tuition for two semesters of full-time study and all fees required by Duquesne University.
- This agreement presumes a total of 5 students. Should the numbers be higher, the agreement will be revised as needed.

**Term of Agreement**
This agreement becomes effective on August 1, 2011. It will be reviewed annually by both parties and revised as needed. Either party may cancel this agreement by providing written notice by September 15. If the agreement were to be terminated, Duquesne will provide a “teach-out” plan so that all Chatham students enrolled at Duquesne under this agreement are guaranteed completion of their graduate studies in these programs at Duquesne within a reasonable timeframe.

This agreement does not obligate Duquesne University to maintenance of this master’s degree program. In the unlikely event it becomes necessary to suspend the master’s degree program, advance notice will be provided to Chatham and alternative graduate programs will be offered for potential enrollment.
For Duquesne University:

Signature

Title

Date

For Chatham University:

Signature

Title

Date
July 6, 2011

Dr. Michele Colvard  
Vice President for Academic Affairs  
Chatham University  
Woodland Road  
Pittsburgh, PA 15232

Re: Social and Public Policy Program

Dear Michele,

You will find attached your copy of the Letter of Agreement between Duquesne University and Chatham University signed by Provost Ralph Pearson.

Our representatives at Duquesne look forward to working with Chatham to fulfill this collaboration.

Sincerely,

Alexandra Gregory, D.M.A.  
Associate Provost/Associate Academic V.P.

Attachment