Graduate Admissions

Chatham’s graduate programs are coeducational. Degrees include the following: Master of Arts in Landscape Studies (M.A.L.S.), Master of Arts in Leadership and Organizational Transformation (M.A.L.O.T.), Master of Arts in Teaching (M.A.T.), Master of Business Administration (M.B.A.), Master of Business Administration for Healthcare Professionals, Master of Fine Arts in Film and Digital Technology (M.F.A.), Master of Fine Arts in Writing (M.F.A.), Master of Interior Architecture (M.I.A.), Master of Science in Interior Architecture (M.S.I.A.), Master of Landscape Architecture (M.L.A.), Master of Occupational Therapy (M.O.T.) (beginning in fall 2006), Doctor of Physical Therapy (D.P.T.), Master of Physician Assistant Studies (M.P.A.S.), Master of Professional Writing (M.P.W.), Master of Science in Counseling Psychology (M.S.C.P.), and Transitional Doctor of Physical Therapy (D.P.T.). GRE scores are required for the Doctor of Physical Therapy program. GRE scores are not required for all other applications. Well-qualified students may be able to complete a combined baccalaureate/master’s degree program through the Chatham Five-Year Masters Program. These programs are available across all undergraduate majors in conjunction with all graduate programs, except the Doctor of Physical Therapy, Master of Interior Architecture, and Master of Landscape Architecture programs.

International Applications

In addition to fulfilling graduate admissions criteria, international applicants must complete the International Graduate Student Application Supplement and provide the proper documentation, which includes the following:

- All official (original or school-verified copy) academic records (including courses taken and grades/marks received, graduation certificate, etc.) from postsecondary institutions in English and native language
- Official TOEFL scores – 600 or above on the paper-based test (or 250 or above on the computerized test) are required for citizens of non-English speaking countries. Applicants whose TOEFL scores are below 600 may be eligible for provisional admission (consult the Office of International Programs).
- Official TWE (Test of Written English) score of 5 or 6 is recommended for graduate admission
• Proof of financial resources to cover educational and living expenses while attending Chatham
• U.S. visa information if currently residing in the United States

Applying to the Doctor of Physical Therapy Program

The D.P.T. program does not accept pass/fail grades in prerequisite courses. Pass/fail grades must be calculated into the GPA according to the minimum degree requirements for a “pass.” If the minimum required is a D, the course will be unacceptable unless documentation from the course instructor supports a higher grade. The D.P.T. program does not accept prerequisite courses taken more than 5 years earlier.

Conditional acceptances may be granted pending successful completion of prerequisites for these programs. Provisional acceptances may be granted to candidates with a grade point average (GPA) of less than a 3.0 who show extreme promise through their other achievements.

Doctor of Physical Therapy Admission Requirements

1. Baccalaureate degree from an accredited college or university

2. Cumulative prerequisite course GPA of 3.0 or better (4.0 scale); grades of D are not acceptable in prerequisite courses

3. Overall undergraduate GPA of 3.0 or better (4.0 scale)

4. Required prerequisite courses (completed or planned to be completed before the first term of the program)

5. Interview

6. Demonstration of the ethical, personal, and professional qualities necessary to fulfill the role of the physical therapist

7. Completed application for admission:
   • Official transcripts verifying cumulative GPA of 3.0 or above from all accredited colleges and universities attended
   • Satisfactory score on GRE
   • Evidence of community service unrelated to health care
   • Three references: two academic, one other
   • Evidence of volunteer experience in a physical therapy setting
   • Transcript self-evaluation form reporting prerequisite courses
   • Non-refundable application fee of $45 payable to Chatham College

D.P.T. Prerequisites

1. General biology, with lab (two terms)

2. General chemistry, with lab (two terms)

3. Physics, with lab (two terms)
4. Statistics *(one term)*

5. Developmental psychology *(one course or a combination of developmental psychology courses that covers the life span from birth to death)*

6. Physiology (animal or human) *(one term)*. If taking physiology with anatomy, both Anatomy and Physiology I and Anatomy and Physiology II are necessary to fulfill this requirement.

7. Anatomy lab recommended but not required *(one term)*. If taking physiology with anatomy, both Anatomy and Physiology I and Anatomy and Physiology II are necessary to fulfill this requirement.

**Applying to Transitional Doctor of Physical Therapy Program**

Applicants should contact Graduate Admissions, Office of Admissions, Chatham College, Woodland Road, Pittsburgh, PA 15232, or the physical therapy program director.

1. Admission is limited to persons who are licensed physical therapists with a minimum of a baccalaureate degree from an accredited college or university

2. TDPT application available on-line or from Office of Admissions

3. Resumé and/or additional supporting information on professional activities

4. Copy of current state license in physical therapy

**Applying to the Master of Physician Assistant Studies Program**

Chatham College's Physician Assistant Studies program is now a member of the Centralized Application Service for Physician Assistants (CASPA). All applicants applying for the Physician Assistant Studies Program must complete the on-line CASPA application, and submit applications and relevant materials (transcripts and recommendations) through CASPA (http://secure.caspaonline.org).

Applicants must also complete and submit the Physician Assistant Studies Shadowing form. A shadowing experience is required for applicants to the M.P.A.S. program. Shadowing forms are available from the Office of Admissions. Students may also print the PDF version from our website, www.chatham.edu, and mail it to the Chatham College Admissions office, or they may complete and submit the on-line form on our website.

The M.P.A.S. program does not accept pass/fail grades in prerequisite courses. Pass/fail grades must be calculated into the GPA according to the minimum degree requirements for a “pass.” If the minimum required is a *D*, the course will be unacceptable unless documentation from the course instructor supports a higher grade. The M.P.A.S. program does not accept prerequisite courses taken more than 10 years earlier.
After an initial review of the application materials, interviews will be scheduled with qualified candidates to determine further eligibility. Because practice as a professional requires competence in oral and written communications, students will be expected to demonstrate these competencies at the time of the on-campus interview and writing assessment.

Conditional acceptances may be granted pending successful completion of prerequisites for these programs. Provisional acceptances may be granted to candidates with a grade point average (GPA) of less than a 3.0 who show extreme promise through their other achievements.

Chatham undergraduate students who plan to apply for the M.P.A.S. program are encouraged to complete the liberal arts major of their choice. Students should begin completing prerequisite courses during the sophomore year.

Master of Physician Assistant Studies Admission Requirements
1. Baccalaureate degree from an accredited college or university
2. Cumulative prerequisite course GPA of 3.0 or better (4.0 scale); grades of D are not acceptable in prerequisite courses
3. Overall undergraduate GPA of 3.0 or better (4.0 scale)
4. Required prerequisite courses (completed or planned to be completed before the first term of the program)
5. On-campus panel interview and written interview questions
6. Demonstration of the ethical, personal, and professional qualities necessary to fulfill the role of the physician assistant
7. Completed application for admission through CASPA (www.caspaonline.org):
   • Official transcripts verifying cumulative GPA of 3.0 or above from all accredited colleges and universities attended
   • Evidence of community service/volunteer experience (either related to healthcare or not healthcare related)
   • Completion of shadowing experience and shadowing form
   • Three references: one academic, one from a volunteer/work experience, one other (candidate’s choice)

M.P.A.S. Prerequisites
1. General biology, with lab (two terms)
2. General chemistry, with lab (two terms)
3. Physiology (animal or human) (one term). If taking physiology with anatomy, both Anatomy and Physiology I and Anatomy and Physiology II are necessary to fulfill this requirement.
4. Anatomy (with lab) *(one term)*. If taking anatomy with physiology, both Anatomy and Physiology I and Anatomy and Physiology II are necessary to fulfill this requirement.

5. Microbiology *(one term)*

6. Genetics *(one term)*

7. Statistics *(one term)*

8. General psychology *(one term)*

9. Developmental psychology *(a course covering at least infant and child development)*

10. Nutrition (recommended but not required) *(one term)*

11. Immunology (recommended but not required) *(one term)*

**Applying to the Master of Occupational Therapy Program**

Applicants should complete the Master of Occupational Therapy Application for Admission and submit it to Graduate Admissions, Office of Admissions, Chatham College, Woodland Road, Pittsburgh, PA 15232.

All application materials must be complete by January 15 of the year a student plans to enroll. January 15 is a priority deadline. Candidates may still submit applications after January 15. Chatham will continue to operate on rolling admissions after January 15 until the class is full. College students should have their current semester transcripts sent to the Chatham College Office of Admissions as soon as possible after the end of each semester. After an initial review of the application materials, interviews will be scheduled with qualified candidates to determine eligibility. Conditional acceptances may be granted pending successful completion of prerequisites for these programs. Provisional acceptances may be granted to candidates with a grade point average (GPA) of less than a 3.0 who show extreme promise through their other achievements.

The M.O.T. programs generally does not accept pass/fail grades in prerequisite courses, nor does it accept prerequisite courses for credit taken more than 10 years earlier. If a prerequisite course is repeated, an average of the two course grades will be used. The program will neither waive nor allow substitution for specific prerequisite courses.

Because practice as a professional requires competence in oral and written communication, students will be expected to demonstrate these competencies at the time of the on-campus interview and writing assessment.

Chatham undergraduate students who plan to apply for M.O.T. admission are encouraged to complete the liberal arts major of their choice. Students should begin completing prerequisite courses during their sophomore year.

The nonrefundable application fee for the M.O.T. program is $45.
Master of Occupational Therapy Admission Requirements

1. A baccalaureate degree from an accredited college or university

2. Cumulative prerequisite course grade point average (GPA) of 3.0 or better on a 4.0 scale; grades of D are not acceptable in prerequisite courses

3. Overall undergraduate GPA of 3.0 or better on a 4.0 scale

4. Required prerequisite courses

5. On-campus writing sample and interview

6. Completed application for admission, including:
   • Official transcripts verifying cumulative GPA of 3.0 or above
   • Evidence of community service unrelated to healthcare
   • Evidence of volunteer/work experience in an occupational therapy setting
   • Three references: one academic, one from an occupational therapy practitioner involved in the volunteer/work experience, and one from the supervisor or staff of a community service experience
   • Transcript self evaluation form reporting prerequisite courses
   • Nonrefundable application fee of $45

M.O.T. Prerequisites

Although all applicants must satisfactorily complete the following courses in order to be eligible to begin the Chatham College MOT program, completion of all courses is not a requirement for submitting an application.

1. Animal biology, with lab (one term)

2. Anatomy (one term). If taking anatomy with physiology, both Anatomy and Physiology I and Anatomy and Physiology II are necessary to fulfill this requirement.

3. Physiology (animal or human) (one term). If taking physiology with anatomy, both Anatomy and Physiology I and Anatomy and Physiology II are necessary to fulfill this requirement.

4. Abnormal psychology (one term). General or developmental psychology are not acceptable.

5. Developmental psychology (one term). A combination of developmental psychology courses that cover the life span from birth to death are also acceptable.

6. One social science from the following two:
   • Sociology, with a systems focus (Social psychology is not acceptable.)
   • Anthropology, with a cultural focus

7. Statistics or research methods (one term)

Practice as a professional requires proficiency in oral and written communication. Students will be expected to demonstrate these proficiencies at the time of the on-campus writing assignment and interview.
Applying to the Master of Interior Architecture, Master of Science in Interior Architecture, Master of Arts in Landscape Studies, Master of Landscape Architecture, Master of Fine Arts in Film and Digital Technology, Master of Fine Arts in Writing, Master of Arts in Teaching, Master of Business Administration, Master of Arts in Leadership and Organizational Transformation, and Master of Science in Counseling Psychology Programs

Applicants should complete the Graduate Application for Admission and submit it to Graduate Admissions, Office of Admissions, Chatham College, Woodland Road, Pittsburgh, PA 15232.

Chatham accepts applications to these programs throughout the year for enrollment during the fall, spring and summer terms. Applications are accepted on a rolling basis. Conditional acceptance may be granted pending successful completion of prerequisite coursework as recommended by the program director. Provisional acceptances may be granted to candidates with a grade point average (GPA) of less than 3.0 who show extreme promise through their other achievements.

**Master of Interior Architecture Admission Requirements**

The interior architecture programs has a March 1 preferred application deadline with rolling admissions.

1. Baccalaureate degree from an accredited college or university.
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Completed and signed application for admission, including:
   - Official transcripts from all colleges and universities attended
   - A personal statement of intent explaining why you would like to pursue a graduate degree in interior architecture.
   - Curriculum vita or résumé
   - Two letters of recommendation
   - Nonrefundable application fee of $45 (check or money order payable to Chatham College)

**Master of Science in Interior Architecture Admission Requirements**

The interior architecture programs has a March 1 preferred application deadline with rolling admissions.

1. Baccalaureate degree from an accredited college or university in interior design or architecture.
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Completed and signed application for admission, including:
   - Official transcripts from all colleges and universities attended
   - A personal statement of intent explaining why you would like to
pursue a graduate degree in interior architecture. Students must also identify an area of specialization and a possible topic for research.
• Curriculum vita or résumé
• Two letters of recommendation
• Nonrefundable application fee of $45 (check or money order payable to Chatham College)

**Master of Landscape Architecture and Master of Arts in Landscape Studies Admission Requirements**
1. Baccalaureate degree from an accredited college or university
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Completed application for admission, including:
   • Official transcripts from all colleges and universities attended
   • Completed and signed application form
   • Résumé and/or additional supporting information on professional or volunteer activities
   • Nonrefundable application fee of $45 (check or money order payable to Chatham College)
   • Two letters of recommendation
   • Essay

**Master of Fine Arts in Film and Digital Technology Admission Requirements**
1. Baccalaureate degree from an accredited college or university
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. On-campus interview and advising session
4. Completed application for admission, including:
   • Official transcripts from all colleges and universities attended
   • Completed and signed application form
   • Résumé and/or additional supporting information on professional or volunteer activities
   • Nonrefundable application fee of $45 (check or money order payable to Chatham College)
   • Two letters of recommendation

**Master of Fine Arts in Writing Admission Requirements**
1. Baccalaureate degree from an accredited college or university
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Completed application for admission, including:
   • Official transcripts from all colleges and universities attended
   • Completed and signed application form
   • Résumé and/or additional supporting information on professional or volunteer activities
• Nonrefundable application fee of $45 (check or money order payable to Chatham College)
• Two letters of recommendation
• Sample of writing prepared for publication or academic review

Master of Arts in Teaching Admission Requirements
1. Baccalaureate degree from an accredited college or university
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Passing PPST Praxis Test Scores
4. Completed application for admission:
   • Official transcripts from all colleges and universities attended
   • Completed and signed application form
   • Essay
   • Résumé and/or additional supporting information on professional/volunteer activities
   • Nonrefundable application fee of $45 (check or money order payable to Chatham College)

Master of Business Administration Admission Requirements
1. Baccalaureate degree from an accredited college or university
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Completed application for admission, including:
   • Official transcripts from all colleges and universities attended
   • Completed and signed application form
   • Two letters of recommendation
   • Résumé and/or additional information concerning professional or volunteer activities
   • Nonrefundable application fee of $45 (check or money order payable to Chatham College)
   • Essay

Proficiency is expected in written and oral communication, college-level math, and computer usage, including word processing, spreadsheets, data bases, and the Internet.

Master of Science in Counseling Psychology and Master of Arts in Leadership and Organizational Transformation Admission Requirements
1. Baccalaureate degree from an accredited college or university
2. Overall undergraduate GPA of 3.0 or above on a 4.0 scale
3. Undergraduate courses in psychology, biology, and statistics where required as prerequisites to related graduate courses in the program
4. Completed application for admission, including:
   - Official transcripts from all colleges and universities attended
   - Completed and signed application form
   - Résumé and/or additional supporting information on professional or volunteer activities
   - Nonrefundable application fee of $45 (check or money order payable to Chatham College)
   - Two letters of recommendation
   - Essay

**Graduate and Teacher Certification Financial Aid**

Students accepted into and enrolled in Chatham’s master’s degree, doctoral degree, and teacher certification programs who are citizens or permanent residents of the United States are eligible to apply for financial aid through the Federal Stafford Loan program. International students are not eligible for the federal loan program and must rely on personal financial resources to fund graduate study at Chatham.

**Determining Financial Need**

To determine the student’s need for financial aid at Chatham, the student must file the Free Application for Federal Student Aid (FAFSA). Based upon the information reported by the student, including income, assets, family size, and number in college, a federal calculation determines the “Expected Family Contribution.” Determining a student’s eligibility for aid involves three basic components:

\[
\text{Cost of Education} - \text{Family Contribution} = \text{Need}
\]

After the College receives a student’s processed FAFSA, the family contribution is subtracted from the “cost of education” at Chatham. This “cost of education” takes into consideration tuition, fees, room, board, books, and miscellaneous personal expenses. The result of this calculation is a student’s financial need. All students, regardless of income, are encouraged to apply for financial assistance in order to explore available options.

**Financial Aid Application Process**

To be considered for financial aid, a student must complete:

1. The FAFSA as soon as possible after January 1. The FAFSA may require four weeks’ processing time. Continuing students should submit their completed FAFSA by March 15. Failure to submit by this date will delay registration for the following fall term. New students should submit their completed FAFSA as soon as possible to expedite processing and fall registration.

2. A master promissory note with a participating lender (applies only to students awarded a Stafford Loan).
All students who are selected for verification will be required to submit (1) a completed Verification Form; (2) verification of all nontaxable income, if applicable; (3) signed copies of the student’s (and spouse’s, if married) federal income tax return from the calendar year preceding the academic year for which aid is requested.

Student Loan Program

Please note that the majority of Stafford Loans are delivered to Chatham College through electronic funds transfer. If students choose a lender that is not on our Preferred Lender list, Stafford loan funds may come in the form of a check, which requires a student signature. All other forms of student financial aid are disbursed to Chatham College via electronic funds transfer or check.

To be considered for a federal student loan, a student must meet certain minimum requirements:

1. Be enrolled in a degree-seeking or teacher certification program at Chatham on at least a half-time basis, which is six (6) or more credits.

2. Be a U.S. citizen, permanent resident, or eligible noncitizen (with appropriate INS documentation).

3. Maintain “Satisfactory Academic Progress” as defined by the program director and financial aid. The policy is as follows: Good academic standing and satisfactory academic progress are necessary for financial aid eligibility. Full-time graduate students must complete 18 credits for every two terms of enrollment. Part-time graduate students must complete 75% of credits attempted for every two terms of enrollment. Both full-time and part-time graduate students must maintain a 2.0 cumulative GPA. Please note that some graduate programs have specific academic guidelines, which must be met to continue enrollment.

Federal Subsidized Stafford Loan

This low-interest loan is awarded to students who have demonstrated financial need. The variable interest rate is adjusted every July 1. Repayment and interest charges begin six months after graduation or cessation of at least half-time enrollment. To obtain this loan, the student must complete a master promissory note with a lending institution in addition to filing the FAFSA. Students are encouraged to contact the HUB at 412-365-1777 to obtain a list of preferred lenders.

Federal Unsubsidized Stafford Loan

This low-interest loan is available to all students regardless of financial need. While repayment begins six months after graduation or cessation of at least half-time enrollment, the student must make interest payments or have the interest capitalized during in-school, grace, or deferment periods. To obtain this loan,
the student must complete a master promissory note with a lending institution in addition to filing the FAFSA.

Chatham offers the following financing option for students who choose not to apply for Federal Stafford loans:

**Interest-Free Monthly Payment Plan**
This payment plan provides a way for students to divide their yearly educational costs into manageable monthly installments instead of paying one lump sum each term at registration. The cost is $35 per term or $50 for Fall and Spring combined. Because this plan is not a loan, no interest is charged. Students interested in the monthly payment plan should contact the HUB at 412-365-1777 for a brochure and application or visit www.chatham.edu/ecsi.

**Employer-Paid Tuition**
If your employer is paying your tuition and you would like to defer the payment of your tuition from the first day of class until 30 days after grades are published, then you should follow these steps before the start of class for each term:

- Complete an Employer-Paid Tuition Form (available on the Chatham website)
- Have an authorized official at your company sign the form and send it by mail or fax to the HUB before the start of classes. Our fax number is 412-365-1643. The form must be received no later than the add/drop deadline for the term.

When the HUB receives the form, we do two things:

- Refrain from charging your account monthly late fees ($25 per month) for the length of that term.
- Charge your student account a Tuition Reimbursement Fee (a one-time charge of $25 per term to compensate for the delay in payment.)

Full payment of your student account is due no later than 30 days from the time grades are published for the term (for example, fall term payment is due January 20). If payment is not received by that time, your account will be considered delinquent and subject to all penalties associated with delinquent accounts.

It’s very important to remember that you, the student, are ultimately responsible for payment of your student account, regardless of actions taken, or not taken, by your employer.

Please remember to complete the form for each term you are attending classes.
Chatham Policies That May Affect Your Aid

1. Financial aid is awarded to accepted graduate and teacher certification students who have completed the FAFSA. If the student submitted the FAFSA with estimated information, the award may be adjusted once the actual tax returns and supporting documentation are reviewed during the verification process.

2. Students are responsible for reporting to the College all financial assistance received from other sources such as outside scholarships, grants, Office of Vocational Rehabilitation assistance, employer paid tuition, or tuition waivers. All outside assistance must be taken into account in the packaging of the student’s financial aid and may result in adjustment of the aid package if notification is received after the initial package is awarded.

3. Financial aid is awarded annually and requires completion of the FAFSA each year.

4. Per federal regulations, all Teacher Certification students are eligible to receive Stafford Loans at the fifth year undergraduate level. Students are eligible to borrow up to $5,500 in subsidized Stafford Loans, and if independent, another $5,000 in unsubsidized Stafford Loans.

Refund of Excess Financial Aid

Students may be eligible for a refund if their financial aid and/or other credits exceed current semester charges. Refunds are issued weekly after the add/drop period once all charges and financial aid have been applied to the student account. All refunds are automatically mailed directly to the student’s permanent address on file. Students who would like to request their refund be held for pick-up, or to request that Chatham College retain their refund to cover future expenses, must complete a Credit Authorization Form. This form must be completed within the first two weeks of each semester to ensure the refund is processed correctly.

The refund check will be made payable to the student unless the refund balance is generated by the receipt of a Parent Plus loan. In that event, the refund will be made payable to the parent and mailed to the parent’s address.

Please note: if a student has paid tuition via credit card and funds are received that create a credit balance, the funds are returned to the credit card, not the student.
Graduate Financial Procedures

Graduate Program and Teacher Certification Tuition and Fees
For each term, charges are computed under the following tuition and fee schedule.

Graduate tuition for all graduate and teacher certification programs unless otherwise specified* ................................................. $602 per credit

Campus fee ............................................................................ $10 per credit

* Nine (9) credits is full-time for graduate students enrolled in fall, spring or summer terms.

Master of Science in Counseling Psychology/Education students also are required to pay the following mandatory fee:

Student liability insurance fee (each term) ........................................... $20
This fee is charged to all students to cover the cost of the program's clinical liability insurance.

Graduate Tuition for Doctor of Physical Therapy and Master of Physician Assistant Studies programs:

Doctor of Physical Therapy ............................................................. $9,237
(Students enrolled prior to the 2005-2006 academic year.)

Doctor of Physical Therapy ............................................................. $7,917
(New students for the 2005-2006 academic year.)

Master of Physician Assistant Studies .............................................. $9,607

Combined lab and insurance fee......................................................... $112

Campus fee .......................................................................................... $161
The campus fee assists in providing technology and other programming on campus.

Room and Board
Charges are computed each term under the following schedule:

Residence housing deposit ................................................................. $100
This is a non-refundable housing deposit.

Chung Apartments ........................................................................... $930/month
At least one resident must be a Gateway or graduate student. Up to two additional roommates allowed.
Linzer Apartments ................................................................. $760/month
Board for the Linzer Apartments is billed in two possible segments. Please contact Residence Life for details.

Housing damage deposit .......................................................... $200
Residential students must pay a one-time damage deposit. The deposit is placed in escrow for the length of the resident’s stay in the residence hall. The deposit, less any amount owed to the College, is refunded upon graduation or withdrawal.

Meal Plans
Commuter and resident graduate students have the option of purchasing any of the following meal plans (one per term):
- 19 meal plan (which includes $50 in Flex Dollars) ..................... $1,765
- 14 meal plan (which includes $100 in Flex Dollars) ................... $1,765
- 10 meal plan (which includes $200 in Flex Dollars) ................... $1,765
- 25 anytime meals plus $200 Flex ................................................ $325
To purchase any of the above plans, please complete the Meal Plan Change form (available on the Chatham website) prior to the end of the add/drop period for the term. Submit completed forms in the HUB.

Commuters can also purchase Cougar Dining Dollars (similar to the Flex Dollars included with meal plans), which can be used in the snack bar, coffee bar, or dining hall. They may be purchased in increments of $25, beginning with a $50 purchase to open your account. They must be prepaid. The Cougar Dollar form is available on-line and be be submitted in the HUB. Cougar Dollars do not expire until the student leaves Chatham.

Miscellaneous Charges and Fees

Application for admission
- Graduate health sciences ........................................................... $45
- Chatham online graduate programs (free with early application) ...... $75
- Other graduate studies .............................................................. $45
- Teacher certification ................................................................. $45
The application fee is not refundable or applied as credit to the student account.

Replacement ID card ............................................................... $15
Replacement College IDs are available in the HUB during regular business hours.

Student teacher placement fee ................................................. $450
This fee covers the cost of teacher placement charged by the school district.

Continual registration fee ........................................................ $602
Allows students to remain registered for the term with full-time status while completing graduate research.
Late add/drop fee .............................................................. $25
Students who receive permission to make a course change after the end of the add/drop period will be assessed this fee.

Late registration fee .......................................................... $25
Continuing students who register for classes after classes commence will be assessed this fee. It does not apply to new students or non-degree seeking students.

Student health visits .......................................................... varies
The College bills the student directly for office visits. Additional fees are posted.

Student Accident and Sickness Policy .............................. $570 per term

Audit fee ........................................................................ $25
Any full-time student who registers for a course on a recorded audit basis is charged a nonrefundable application fee, payable at the time of registration. The academic regulations for overload must be maintained. Part-time and nonmatriculated students enrolled during the fall and spring terms, and all students enrolled during the summer terms, must pay all regular credit tuition and fees.

Photography laboratory fee ........................................... $50 per course
This fee is charged for all photography and audiovisual courses requiring additional instructional supplies.

Employer tuition reimbursement fee ............................... $25
This fee is charged if an employer pays a student’s tuition. To qualify for this deferment, the Employer Tuition Reimbursement form (available on the website or at the HUB) needs to be completed five days before the start of the applicable term. The portion of the tuition noted on the form to be paid by the employer is deferred until the end of the term.

Graduation fee ................................................................. $50
This one-time fee covers the cost of the diploma and graduation materials and services.

Payment of Expenses
Account Statements are mailed monthly to students. The statement shows all College charges and credits for the previous month, as well as any unpaid financial obligation to the College. Payment by check or money order should be made payable to Chatham College and addressed to Chatham College, Student Accounts, Woodland Road, Pittsburgh, PA 15232. Payment by credit card is also available by completing the appropriate remittance attached to the Statement of Student Account.
Guidelines for Payment of Tuition and Fees

1. Tuition and fees are due in full the first day of classes.

2. Students with a balance on that day will be assessed a $25 late fee and registration will be cancelled at the end of the add/drop period if payment is not received.

3. When registration is cancelled at the end of add/drop for non-payment, tuition, fees, and room and board will be credited per the refund policy (see page 246), and any financial aid will be withdrawn. The student will still be liable for any bookstore charges, fines, late fees, etc., that have been levied against her or his account. Students will be expected to vacate College housing within 15 days of registration cancellation.

4. Students on a College approved payment plan are considered to be paid in full as long as all payments are made when due. A $25 late fee will be assessed for missed payments. Failure to make that payment, the late fee, and the current payment by the next month’s due date, will result in the registration being cancelled if the failure to pay occurs in August-September for fall or January-February for spring. Failure to pay during the remaining months will result in the student being ineligible to register for the next term.

The following actions will also be taken against any student with an outstanding balance:

- Place the student on financial hold
- Withdraw all charging privileges
- Withhold grades
- Withhold transcripts
- Withhold statement of transfer in good standing
- Cancel dining hall privileges
- Request that a student vacate the residence hall room
- Withhold the ability to register for future terms
- Cancel the student’s current registration at the College
- Withhold receipt of the degree
- Withhold participation in graduation ceremonies

Late payment fee ................................................................. $25 per month
The late fee is assessed monthly to any student account for which payment was not received by the due date as shown on the Statement of Student Account.

Returned check fee .......................................................... $25
Students will be charged this fee for any check returned for insufficient funds, account closed, stop payment order, or for any other reason that would cause the check to be returned to the College.
Collection fees ................................................................. varies
Every attempt will be made by the College to collect delinquent accounts. If College collection efforts are exhausted, the College reserves the right to assign delinquent accounts to its outside collection agency. In the event of assignment to the outside collection agency, the student shall be responsible for the delinquent balance plus collection fees. The exact amount of the collection fees will vary based upon the delinquent account balance.

Required Advanced Deposit
Returning residential students must pay a $100 housing deposit each year. This payment is not refundable except for students who are ineligible to return because of academic failure. The deposit is applied to charges for the academic year, provided the student registers for courses.

Student Accident and Sickness Insurance
Chatham College requires all full-time students to have health insurance. The coverage can be provided by the College-sponsored plan or through a student’s own comparable health insurance plan. To purchase the Chatham Student Accident and Sickness Insurance plan, visit http://oak.chatham.edu and select the Update Insurance Information button. To use the College website, students need their student ID and pin numbers. A charge of $570 will be placed on the student’s fall term student account and the balance of $570 will appear on the spring term student account. Students should work with the HUB to ensure that the cost of the plan is included in the calculation of overall cost of attendance for student financial aid packaging.

Full-time students that have alternate coverage may waive enrollment in the Chatham College Accident and Sickness Insurance Plan by visiting http://oak.chatham.edu and completing the waiver form.

Any full time student who does not complete either the enrollment or waiver process online by August 20 (January 1 for new spring semester students) will automatically be enrolled in the Chatham College Accident and Sickness plan and the cost of this plan will be billed to their student account.

Institutional Refund Policy
If a student gives the College written notice of complete withdrawal before the first day of classes, she or he is refunded any advance payments of tuition, room and board, except for any nonrefundable advance deposits. A student who files a notice of complete withdrawal after the start of classes, but before the conclusion of the second week of the term, is liable for forfeited charges in the amount of 20 percent of tuition, room and board, and fees. If the student notifies the College of complete withdrawal after the end of the second week of classes, but before the end of the fourth week of classes, 50 percent of tuition, room and board, and fees is charged. Without exception, no refunds or reductions of charges are made after the first four weeks of classes.
Institutional Refund Policy Amounts (Fall/Spring)

Before start of class ................................................................. 100%
1st-14th day of term ............................................................... 80%
15th-28th day of term ............................................................ 50%
29th day of term and beyond .................................................. 0%

Institutional Refund Policy Amounts (Maymester/Summer)

Before start of class ................................................................. 100%
Before end of add/drop ............................................................ 80%
Term less than or equal to 30% complete ............................... 50%
Term greater than 30% complete .............................................. 0%

After the Institutional Refund Policy is applied, any balance is due upon withdrawal. Any credit amount will be refunded. If after the add/drop period, a student withdraws from a class, no adjustments will be made for tuition and fees to the student’s account.

Appeals regarding any aspect of the charges, payments, or refund process should be addressed in writing to the director of student accounts in the HUB.

For the purpose of computing any refund, a student’s withdrawal date is the date on which the student initiates the withdrawal process by filing a notice of withdrawal or leave of absence.

Refunds for charges in room and board status will be calculated based on the same schedule of forfeited charges for a withdrawal or leave of absence. The date used for this calculation is the date on which the director of residence life and/or the vice president for student affairs receives written notification of the student’s intent to live off-campus.

Students sign a Housing Contract for two semesters. If students choose to live off-campus for the second semester, they must notify the director of residence life in writing by December 1. Students will be held to their Housing Contract for the second semester if written notification is not received by December 1, and their accounts will be billed room and board charges for the spring semester. If the student affairs division gives clearance for the student to live off-campus, the College will refund the student’s initial $200 housing damage deposit, less any amount owed for damages.

Students can change to another meal plan only until the end of the add/drop period. If a student wishes to change her meal plan after the add/drop period, such a change would need to be approved by the vice president of student affairs. Should approval be granted, charges will be prorated. The date for this calculation is the date on which the vice president for student affairs receives written notification of the student’s intent to change her or his meal plan.
Return of Federal Funds
The Return of Title IV Funds Calculation is applied for all students who received Federal Financial Aid and have completely withdrawn from the College. Withdrawal date is defined as the date the student begins the withdrawal process, or officially notifies the College of intent to withdraw, or the midpoint of the term for a student who leaves without notification to the College. Under these rules, the following guidelines have been established:

Students who withdraw from the College before 60 percent of the term may have a percentage of federal aid returned to the federal government. Federal financial aid includes the Pell grant, SEOG, Perkins loan, Stafford loans (subsidized and unsubsidized), and PLUS loans. This mandatory recalculation is based upon the percentage of earned aid using the following formula: Percent earned = Number of days completed in the term up to withdrawal date divided by the total number of days in the term. This is the percentage of federal financial aid disbursed that is permitted to be applied toward institutional charges.

The amount of federal financial aid that will be returned to the federal government is based upon the percent of unearned aid using the following formula: Aid to be returned = 100% minus percent earned times the amount of aid disbursed toward institutional charges.

When aid is returned, the student may owe a balance to the College. The HUB will invoice the student for any amounts owed. Students are responsible for any portion of their institutional charges that are left outstanding after federal funds are returned.

Funds are to be returned in the following order:

1. Unsubsidized Federal Family Educational Loans (FEEL)
2. Subsidized FFEL Loans
3. Federal Perkins Loans
4. FFEL PLUS Loans
5. Federal Pell Grants
6. Federal SEOG
7. Other Title IV assistance for which a return of funds is required.
8. Other federal, state, private, or institutional funds
9. Student
Graduate Academic Programs

Chatham’s graduate academic programs, built on the College’s historic strengths, are designed to serve women and men striving to enter the professional marketplace. With graduate programs in business administration, counseling psychology, film and digital technology, interior architecture, landscape architecture, landscape studies, leadership and organizational transformation, occupational therapy, physician assistant studies, physical therapy, teaching, writing, and professional writing, Chatham will continue the task of identifying other viable areas of graduate education opportunities.

Graduate Academic Regulations

The following are general guidelines for all graduate programs. More specific academic regulations are available from the program director of the relevant graduate program.

Academic Credit
A credit hour is the unit of academic credit for all graduate courses. Credit hour graduation requirements are specified by each graduate degree program.

Academic Load
Unless otherwise specified by the graduate program, the normal, full-time academic load during any term is nine credit hours per term. Short session classes are considered as part of the fall, spring or summer terms. Maymester session is included within the spring term.

Academic Overload
A student pursuing a graduate degree registered for more than 16 credits in any one term is considered to be on academic overload. To qualify for such an overload, a student must be in good academic standing with a cumulative grade point average of 3.0 or above, and have signed approval of all the student’s program directors. Academic overload request forms are available in the HUB.

Academic overload is determined by the total number of credits for which a student is registered during one term, irrespective of whether the student is enrolled in a master’s program, Five-Year Masters Program, or dual master’s degree program.
Graduate Continuing Registration Credit
All non-Health Sciences graduate students are required to continuously register during the time they are completing their final projects or theses and are no longer taking formal courses. Students will be required to register for a one-credit course, Graduate Continuing Credit, if they are not registered for other courses or thesis work. All students must be registered for this credit from the time they complete all other coursework until the time they graduate. A student registered for no other classes will not be considered for graduation unless she or he is registered for Graduate Continuing Credit during the term of graduation. Registration for Graduate Continuing Credit does not apply to the summer term unless a student intends to graduate at the end of a summer term.

Registering for the Graduate Continuing Credit will classify students as less than part-time with regard to financial aid. Students pay tuition for one credit, which allows students access to computing services and e-mail, and access to the library and other student services.

Statute of Limitations
Candidates enrolled full-time in a graduate program must complete all degree requirements no later than three years after the date of first enrollment in the program. Candidates enrolled part-time in a graduate program must complete all degree requirements no later than seven years after the date of first enrollment in the program.

A student may petition the Graduate Programs Committee, through the appropriate program director, for an extension of candidacy in a degree program for a limited period if such extension is sought before these time limits expire. Each program may determine its own acceptable extension period. If the time limit has expired, a student may seek readmission into the program.

Credit Transfers
Chatham College will not accept credits in transfer that were completed more than 5 years prior to admission to a graduate program at Chatham College. Students may transfer a maximum of 6 credits into a graduate program from a prior institution with permission of the director of the program. All transfer credit must be submitted to the College prior to initial matriculation into a graduate program. Courses submitted for transfer after initial matriculation will not be accepted.
Grades
The grades in use are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade point</th>
<th>Description value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Minimal Performance</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Course must be repeated to count toward degree</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Unsatisfactory performance, no credit</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Pass, minimal value C+ (in the M.P.A.S. program, minimal value B)</td>
</tr>
<tr>
<td>NG</td>
<td></td>
<td>No credit</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete work in a course</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal from a course with no penalty</td>
</tr>
</tbody>
</table>

No course with a grade of C or below will count toward a graduate degree. If a student earns a C in any of the courses required for a graduate degree, the course must be repeated. A second C in a repeated course will be cause for dismissal from the program. Any grade below a C may be cause for dismissal from the program.

The registrar reports all grades and credits earned to all students and their advisors at the close of each term.

Incomplete Grade
The incomplete, or I, is a temporary grade given only when extenuating circumstances prevent completion of all course work on time. Incomplete grades will not be granted for Maymester courses. To remove an I grade, a student must complete all required work in the course no later than the end of the following regular long term. Failure to do so automatically results in failure in the course. Incomplete grade requests must be submitted by the last day of classes. Request forms may be obtained from the HUB.

Pass/Fail Grades
With the guidance of the instructor and the relevant program director, students may decide to take a course on a pass/fail basis rather than under the traditional grading system.

Students choosing to take courses on a pass/fail basis will be graded as follows:

- P = Pass, minimal value C+ (in the M.P.A.S. program, minimal value B)
- F = Unsatisfactory, no credit

At registration, the student declares the intention to take a course on a pass/fail basis. Students may change this option during the first two weeks of the term.
An F earned in a Pass/Fail course is calculated in the grade point average (GPA); a P earned is not calculated in the GPA.

**Repeat Courses**
When a graduate student repeats a course, the transcript shall record both enrollments and both grades, but only the second grade shall be included in the calculation of the GPA.

**Appeal of Grades**
A challenge to a grade received in a course, thesis, tutorial, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student wishing to challenge a grade received in a course must first discuss the matter with the faculty member teaching the course in an effort to resolve the grievance informally. If the grievance is not settled, the student may then file a petition with the appropriate division chair, who will seek informal reconciliation. A student challenging a grade received in a course may file a petition with the division chair no later than 120 calendar days after the date on which the grade was due in the Office of the Registrar.

If reconciliation is not achieved at the division level, the student may file a petition with the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final in the grade appeal process. A petition must be filed with the Vice President for Academic Affairs no later than five working days after receiving the division chair’s decision in the case. The Vice President for Academic Affairs will investigate the case, hearing both the student and the faculty member, and will render a decision within thirty calendar days of receiving the petition. The Vice President for Academic Affairs will inform the student and the faculty member of the decision in writing.

**Academic Standing**
At the time of completion of graduate degree requirements, students must have earned a minimum of a cumulative 3.0 grade point average (GPA) unless noted otherwise by a specific graduate program. Satisfactory progress toward a degree is monitored each term by this same criterion. Students not in good academic standing are subject to provisional status or dismissal.

The health science programs require that a student maintain a cumulative GPA of 2.5 on a 4.0 scale. Satisfactory progress toward a degree is monitored each term by this same criterion. Students not in good academic standing are subject to provisional status or dismissal.

Academic standing for students in the Master of Physician Assistant Studies program is described in the “Policies and Procedures” section of the Physician Assistant Program Handbook.
Appeals of continuing financial aid decisions are made in writing to the director of financial aid and are reviewed in consultation with the relevant program director. Appeals of academic status decisions are made in writing to the relevant program director and are reviewed in consultation with the Graduate Programs Committee and the vice president for academic affairs.

Transcripts
Graduates and students whose student account is in good standing may request an official copy of their College records. Each official transcript costs $3, payable at the time the request is submitted. Requests for transcripts, submitted in writing, should be directed to the HUB. Students whose account is delinquent cannot receive an official transcript until the account has been paid in full, including late fees and collection costs, if any.

Upon request at the HUB, currently enrolled students will be provided with an unofficial transcript at no charge.

Schedule Changes
Adding and Dropping Courses
Students may add or drop courses, with the approval of the relevant program director, until the end of the add/drop period for that term. If the course is closed, the instructor must sign the add/drop form. The length of the add/drop period depends on the length of the term.

<table>
<thead>
<tr>
<th>Term/Course Length</th>
<th>Add/Drop Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks or more</td>
<td>See the Academic Calendar for published dates</td>
</tr>
<tr>
<td>6 weeks</td>
<td>See the Academic Calendar for published dates</td>
</tr>
<tr>
<td>Maymester</td>
<td>Throughout the first three days of class</td>
</tr>
<tr>
<td>Shorter than 3 weeks</td>
<td>Before the second class</td>
</tr>
<tr>
<td>One-day workshops</td>
<td>Before the workshop begins</td>
</tr>
</tbody>
</table>

There are no academic penalties for adds and drops occurring within the prescribed deadlines. However, there may be financial penalties for drops that occur after the first day of class. See the institutional refund policy for more information.

After the conclusion of the add/drop period, all requested course changes must be approved by the relevant program director as well as the Office of Academic Affairs. Late adds and drops are normally limited to unusual circumstances that can be documented in writing. A fee of $25 will be charged for any authorized course change occurring after the prescribed deadlines.

Students wishing to add or drop courses after the deadline must correctly fill out and submit an add/drop form, along with a letter of petition and any supporting documentation, to the Office of Academic Affairs. Blank add/drop forms are available in the HUB or from the website: www.chatham.edu/hub.
Withdrawal from Courses
If a student wishes to withdraw from a course after the drop deadline but before the end of the 10th week of the regular term, a grade of W will be recorded on the transcript as an official withdrawal. During the Maymester term, the withdrawal period is through the first two weeks of the term. Students wishing to withdraw from courses must fill out and submit a withdrawal form to the HUB. Course Withdrawal forms are available online and in the HUB.

The deadlines for registration changes for summer terms and other, non-standard terms are available in the online academic calendar.

Students may not withdraw from courses after the final withdrawal deadline. Withdrawal deadlines will be waived only in unusual circumstances that prevent the student from completing the course work and can be confirmed by authoritative documentation. Requests for withdrawal for non-academic reasons should be sent to the vice president for academic affairs, along with any appropriate supporting documentation. The vice president will report the decision to the registrar and the student’s program director.

Exemption from and Substitutions for Courses
Exemptions from and substitutions for courses will be approved by the relevant program director in conjunction with the Graduate Programs Committee. This may include equivalent professional work.

Auditing Courses
Students in Health Sciences generally may not audit courses except in the case of special circumstances approved by the instructor and program director.

Non-Health Science graduate students may audit a course by obtaining permission from the instructor and completing a Course Audit Application. All regular per-credit tuition and fees apply to the audited course. The course audit option is restricted to Chatham courses and does not apply to independent studies. No credit is granted for course audits. A student can indicate that she or he would like to have the course audit recorded in her or his transcripts on the Course Audit Application. If the student wants to have the audit recorded on her or his transcripts, she or he must meet the same course requirements as the students who take the course for credit and must have the qualifications needed to take an academic overload if applicable. No additional recording fee is charged for the recorded audit.

Appeal of Academic Regulations
There are three levels of appeal: appeal of academic regulations is made in writing first to the director of the graduate program; if the issue remains unresolved, a written appeal may be made to the Graduate Programs Committee; finally, a written appeal may be made to the vice president for academic affairs.
Chatham College Honor Code and Academic Integrity Policy

All members of the Chatham community are expected to conduct themselves with integrity in personal and academic affairs and to serve the best interests of the entire community. In accepting admission to Chatham College, students automatically agree to be personally responsible in all matters pertaining to academic honor and pledge to abide by those rules considered by the College community as part of its Honor Code. Academic dishonesty is a violation of our Honor Code. Academic dishonesty includes, but is not limited to, cheating, plagiarism and lying.

Definitions

Cheating is the attempt, successful or not, to give or receive aid and/or information by illicit means in order to meet academic requirements. Examples of cheating include, but are not limited to: falsifying reports and documents; using any electronic device to transmit or receive information during an exam; taking information into an exam without permission; asking someone to take a test, write a paper, or complete any assignment for you, or agreeing to such a request; buying a paper and presenting it as your own; giving someone else a paper or providing other materials in an unapproved manner; obtaining a copy of an exam without faculty permission, and sharing copies of exams with students who have yet to take the exam.

Plagiarism is one form of cheating. Plagiarism is the use of the organizational design, ideas, phrases, sentences or larger units of discourse from another writer or speaker without proper acknowledgment. In order to avoid plagiarism, you must document all sources of text and ideas that derive from someone else’s work. This includes, but is not limited to: enclosing in quotation marks text copied directly from a source and identifying that source; identifying a source of summarized or paraphrased material; identifying the source of an idea taken from someone else’s work; and acknowledging sources in all formats, including web pages, television, sound recordings, speeches, and traditional hard copy.

Lying includes, but is not limited to: not being honest with a faculty or staff member when questioned about cheating or plagiarism; providing false information to college officials; or intentionally lodging false accusations of cheating or plagiarism against another student.

Procedures for Handling Cheating and Plagiarism

Faculty members must make a responsible effort to confront the student with the evidence of dishonesty within five working days of discovering a case of suspected cheating or plagiarism. Three possible scenarios follow:

1. If, after talking with the student, the faculty member is satisfied that no offense occurred, no further action is warranted.
2. If the student admits to wrongdoing, the faculty member must send an Academic Dishonesty Form to the Office of Student Affairs for inclusion in the student’s conduct file. In general, if this is the student’s first inci-
dent of academic dishonesty, the faculty member may decide what penalties will apply and the student will not be called before the Student Conduct Board. However, there may be instances when a first incident is serious enough to warrant sending the student to the Student Conduct Board; this decision is at the faculty member’s discretion.

3. If the student denies responsibility and the faculty member continues to believe academic dishonesty has occurred, the faculty member must send an Academic Dishonesty Form to the Office of Student Affairs to inform the Student Conduct Board (SCB) of the incident and that the issue has not been resolved. SCB will then convene a hearing. Procedures for convening and conducting a Student Conduct Board hearing are available in the Student Handbook (Chapter 4).

Upon receipt of an Academic Dishonesty Form, the advisor to the Student Conduct Board will inform the reporting faculty member if the student has been involved in other incidents of academic dishonesty. Faculty members should take this information into account when deciding on course specific penalties.

Sanctions and Penalties for Cheating and Plagiarism

Faculty members may decide on the penalty for the first incident of academic dishonesty. Penalties should reflect the severity of the offense. Typical penalties include:

1. requiring the student to resubmit the assignment or take a new examination
2. failing the student on the assignment or examination
3. lowering the student’s grade for the course
4. failing the student for the course

Regardless of the penalty decided upon, the faculty member must report the incident to the Office of Student Affairs by filing an Academic Dishonesty Form.

For a second or subsequent incident, the student must also go before the Student Conduct Board which will determine the appropriate course of action over and above the course-specific actions decided on by the course instructor. In addition to the above penalties, sanctions may include academic probation, suspension or expulsion from the college.

The student may appeal the above decisions in writing to the Office of Academic Affairs within 7 working days.

If the student has admitted to or been found responsible for academic dishonesty, the Dean of Students will maintain the first Academic Dishonesty Form in the student’s file. If no further incidents of academic dishonesty occur, the record will be destroyed upon graduation or separation from the college. If the student has committed two or more offenses, the Academic Dishonesty Forms and their disposition become part of the student’s permanent college record.
Responsibilities of the Faculty
At the beginning of each course and in writing on the course syllabus, faculty should explain plagiarism and cheating and the penalties for such behavior. They should refer students to the Student Handbook for a more detailed outline of policies and procedures.

Responsibilities of Students
Students are responsible for knowing the policies regarding academic dishonesty and the penalties for such behavior. Failure of an individual faculty member to remind students of what constitutes cheating and plagiarism does not relieve the student of this responsibility.

As required by the Honor Code, students should inform the faculty members of incidents of academic dishonesty taking place in their courses. If a student reports an honor code violation to a staff member, the staff member should direct the student to report the incident to the appropriate faculty.

Summer Study
All graduate programs at Chatham College are 12-month programs, with curricular progression designed to include summer studies. In addition, many of the prerequisites for graduate programs at Chatham are scheduled during summer terms.

Dual Masters Policy
Graduate students may enroll concurrently in two master’s programs or consecutively in multiple programs or certifications by separate application to each program based on the following guidelines:

1. Some graduate courses are equally applicable to two or more graduate programs. Chatham graduate students can apply relevant courses to two or more master’s degrees under the following circumstances:
   - The program director in charge of the degree in which the student is seeking credit must approve the credits.
   - Each student must complete at least 30 graduate credits that are unique to that program.
   - The program director accepting the credits must ensure that the program of study remains consistent with quality standards for that profession or discipline. In no circumstance will a program director permit acceptance of credits to compromise applicable licensure, certification, or accreditation standards.

2. Students with a previous master’s degree from Chatham may apply credits toward a second master’s degree according to the above guidelines only if they obtained the degree less than four years prior to the term in which they begin their course of study for their second degree.
3. Graduate students may not enroll in more than two master’s degree programs concurrently.

4. Five-Year Masters Program students may not enroll concurrently in a second master’s degree.

5. Credits from one course may not be applied to more than two degrees. (Credits applied to both an undergraduate degree and graduate degree may not be applied to a second undergraduate or graduate degree.)

Teacher Certification

Chatham offers five Pennsylvania-approved teacher certification programs at the undergraduate and post-baccalaureate level. Additional certifications are available through the Master of Arts in Teaching. Undergraduate students may begin the program during their sophomore year with approval of their major advisors and the chair of the education program. The program also is open to post-baccalaureate students who seek certification without earning a graduate degree.

The College prepares undergraduate and post-baccalaureate students for certification in five areas: early childhood, elementary (K-6), secondary (7-12), environmental (K-12), and school counseling. In addition, certification in special education (K-12) is available at the graduate level through the Master of Arts in Teaching. The curriculum for each area of certification is designed specifically to prepare the student to be successful at the appropriate level.

As part of the course work for each undergraduate education class, a student is required to spend two-and-one-half to three hours per week, for approximately 10 weeks, in actual classroom settings to observe or demonstrate the techniques covered in the Chatham class.

In addition to field placements, the student is required to complete a student teaching assignment at the appropriate level under the supervision of a master teacher and a Chatham faculty member. For undergraduate students and post-baccalaureate students who are pursuing certification but not the M.A.T. degree, and for students enrolled in the M.A.T. program, the student teaching requirement is 14 weeks. The time spent in student teaching affords on-the-job experience to practice and demonstrate what has been learned through course work, as well as to develop an effective individual teaching style.

As the student nears completion of the certification course requirements, important information regarding the Commonwealth of Pennsylvania requirements will be made available.
**Academic Resources and Services**

**Academic Advising**

All new graduate students are assigned to a faculty advisor in their programs. The College’s curriculum implies the need for a conscientious program of academic advising. The responsibility for designing a program of study rests finally with the student. Faculty guidance can make important contributions to the student’s process of setting and implementing educational and professional aims. Above all, the faculty advisor can be expected to offer information on the intellectual resources of the College, careful analysis of the student’s course of study, and perspective with regard to the student’s academic future.

**Cross-registration**

Full-time students at Chatham College may take advantage of a wide variety of courses, programs, and opportunities available through the following institutions that, along with Chatham, form the Pittsburgh Council of Higher Education (PCHE): Carlow College, Carnegie Mellon University, Community College of Allegheny County, Duquesne University, LaRoche College, University of Pittsburgh, Robert Morris University, Pittsburgh Theological Seminary, and Point Park University. Through many inter-institutional programs sponsored by PCHE, a Chatham student may be a part of a wider university community rich in resources, talents, and learning opportunities.

During the fall and spring terms, full-time Chatham students paying a flat-rate tuition fee (such as health science students) may take courses at any other PCHE institution without additional tuition charges. Full-time Chatham students paying a per-credit tuition may take courses at the Chatham per-credit rate. Students can receive full credit for no more than one course per term, except that more than one physics course at Carnegie Mellon University can be taken for full credit in a single term. Grades from such courses will transfer to their Chatham records.

During the summer, when cross-registration is not available, Chatham students can register for courses at another accredited institution and pay that institution’s tuition charges. After final grades are awarded, the student must submit to the registrar an official transcript, showing the course and final grade. After review by the registrar, credits for approved courses will transfer to Chatham, but the grades will not. Students should complete a Chatham form “Summer Study at Another Institution Application” before registering for summer classes to facilitate transfer of the finished credits. The application is available online at www.chatham.edu/hub.

**Computer Resources**

Computer use is encouraged in all disciplines at Chatham. The main office of the Information Technology (IT) department is located in the Jennie King Mellon Library. A department of the Information Services Group, IT provides access to
the College hardware, software, and network. All registered students receive network user IDs, file and printing services, e-mail, and computer mediated course environment accounts. Full- and part-time staff are available to answer technology related questions at the Help Desk or User Consultant station located in each public lab. Both PCs and Macintosh computers are available in public computing spaces.

IT staff regularly offers trouble-shooting sessions and training classes on frequently used software programs. Campus computer and information resources may be accessed through the Internet or from various on-campus locations. Each residence hall and most classroom buildings have computer clusters. Public labs have scanning stations, specialized software, and CD burners for use by registered students.

All residence hall rooms and faculty and administrative offices have direct Internet and LAN connectivity. Students who live in campus residence halls, including Chatham Apartments, may bring their computers and receive assistance connecting to the campus LAN and the Internet.

Students benefit from faculty using “smart” classrooms and other technology supports for teaching and learning.

Students may also use the cluster of Macintosh computers in the Media Center. Sun and Silicon Graphics Workstations and two more clusters of Window-based PCs are located in Buhl Hall. The art program offers Power Macintosh computing in the design studio.

The Jennie King Mellon Library
The Jennie King Mellon Library serves the Chatham community as a primary research, study, and resource center. Students may access the library’s collections through networked computer reference stations in the library and from other Internet accessible computers in residence halls and off campus. The collection includes nearly 100,000 volumes, 7,000 current periodical titles, and databases, many of which are available online, and hundreds of microforms, software programs, audio and video tapes, and databases, many of which are available online. The library offers a wide variety of information and instructional services, including access to on-line and CD-ROM databases, virtual reference service, inter-library loans, database searching workshops, course-related instruction, and individual research consultations.

Professional librarians are available all hours the library is open to answer questions, help with research papers or projects, and show students how to find and use library and other information sources. Chatham students also have access to the vast collections of colleges and universities in the Pittsburgh area through the Library’s participation in regional library consortia.