



Robert Morris University
Office of Graduate Admissions

Accelerated 4+1
&
Counseling Psychology (3+2)

Student Handbook
2020-21

Table of Contents

Welcome.....Page 2

Accelerated 4+1 Offerings.....Page 3

Admission Criteria.....Pages 4-5

International Students, Student-Athletes, Veterans....Page 6

Program Director Contact Information.....Page 7

Application Process.....Pages 8

Accelerated 4+1 Contract....Page 9

Accelerated 4+1 Contract Language....Page 10

Financial Aid Information....Page 11

Welcome

Thank you for your interest in the Accelerated 4+1 Program at Robert Morris University. In today's highly competitive job market, having both an undergraduate and graduate degree can give you a distinct advantage and make you more valuable to potential employers.

RMU knows you want to get the most out of your time. That's why we offer a selection of Accelerated 4+1 Programs that enable you to earn both a bachelor's and a master's degree in around five years.

This handbook will outline the application process as well as provide helpful information that will help you to decide if the Accelerated 4+1 Program is a good fit for you.

We look forward to further discussing your interest in the program!

Jessica Dunckel

dunckel@rmu.edu

412-397-5228

Office located in the Admissions Suite in Nicholson (next to Romo's)

Accelerated 4+1 Offerings

The Accelerated 4+1 Program is available to qualified, on-ground bachelor's degree seeking students.

BSBA/MBA

BSBA/Taxation

BS Applied Mathematics, concentration in Financial Mathematics/MBA

BS Engineering/MBA

BS Engineering/MS Engineering Management

BS Engineering/MS Healthcare Systems Engineering

BS Psychology/MS Counseling Psychology (3+2 Program)

Any Bachelor's/MS Cyber Security and Information Assurance

Any Bachelor's/MS Data Analytics

Any Bachelor's/MS Healthcare Analytics

Any Bachelor's/MS Internet Information Systems

Any Bachelor's/MS Information Systems Management

Any Bachelor's/MS Information Technology Project Management

Any Bachelor's/MS Organizational Leadership

Any Bachelor's/MS Web and Mobile Information Systems

Any Bachelor's/MS Cyber Investigation & Intelligence

BS Health Services Administration/MS Health Services Administration

Admission Criteria

MBA

- Accelerated 4+1 Programs Application
- Applications must be completed in spring semester of junior year or when applicant has earned 90 credits
- 3.0 GPA (GMAT is required if GPA is below 3.0)
- 1 page essay describing your interest in earning the degree
- Resume

Taxation

- Accelerated 4+1 Programs Application
- 3.0 GPA (GMAT is required if GPA is below 3.0)
- 88-109 earned credits
- 1 page essay describing your interest in earning the degree
- Resume
- It is strongly recommended that students complete Federal Taxes II before starting the program

Engineering Management

Healthcare Systems Engineering

- Accelerated 4+1 Programs Application
- 2.8 overall GPA and 3.0 GPA in RMU engineering courses
- 81-96 earned credits
- Personal statement of interest
- 2 letters of recommendation
- Resume

Counseling Psychology (3+2 Program)

- Accelerated 4+1 Programs Application
- 3.0 GPA
- 3rd year students who already applied to get on the counseling psychology concentration track
- 500 word essay answering "What has led you to pursue a career as a professional counselor?"
- 2 letters of recommendation
- Resume

Health Services Administration

****Tuition is different for this program****

- Accelerated 4+1 Programs Application
- 3.0 GPA
- 87 earned credits
- 500 word essay describing your interest to the program and professional goals
- Resume

Cyber Security and Information Assurance

Data Analytics

Healthcare Analytics

Internet Information Systems

Information Systems Management

Information Technology Project Management

Web & Mobile Information Systems

- Accelerated 4+1 Programs Application
- 2.8 overall GPA, 3.0 major GPA, 3.0 for computing courses
- 87-108 earned credits
- Resume

Organizational Leadership

- Accelerated 4+1 Programs Application
- 2.8 overall GPA, 3.0 major GPA
- 87-108 earned credits
- 750-1000 word essay detailing academic and professional goals
- Resume

Cyber Investigation & Intelligence

- Accelerated 4+1 Programs Application
- Applications must be completed in spring semester of junior year or when applicant has earned 90 credits.
- 3.0 overall GPA
- 1 page essay describing your interest in earning the degree
- 2 letters of recommendation
- Resume
- PA Criminal History Background Check
 - <https://epatch.state.pa.us/Home.jsp>

International Students, Student-Athletes and Veterans

Prior to making an application to the Accelerated 4+1 Program please contact the following staff members regarding your eligibility:

International Students

Tabitha Slater

Office Phone: 412-397-5943

Email: slater@rmu.edu

On-campus location: Colonial Village #2

Student-Athletes

Nicole Law

Office Phone: 412-397-6815

Email: law@rmu.edu

On-campus location: Center for Student Success

Veterans

David Ausman

Office Phone: 412-397-5424

Email: ausman@rmu.edu

On-campus location: Jefferson Center 105

Program Directors

If you have academic/course/scheduling related questions about the Accelerated 4+1 Program please arrange an appointment with the appropriate program director.

MBA

Dr. Jodi Potter

potterj@rmu.edu

412-397-6387

Taxation

Dr. Steven Hodaszy

hodaszy@rmu.edu

412-397-5929

Engineering

Dr. Won Joo

joo@rmu.edu

412-397-4026

Counseling Psychology

Dr. Neha Pandit

pandit@rmu.edu

412-397-6031

CIS Programs

Dr. Diane Igoche

igoche@rmu.edu

412-397-3536

Organizational Leadership

Dr. Petros Malakyan

malakyan@rmu.edu

412-397-6302

MS Cyber Investigation & Intelligence

Dr. Frank Hartle

hartle@rmu.edu

412-397-6042

Health Services Administration

Dr. Holly Hampe

hampe@rmu.edu

412-397-5483

Application Process

To be considered for admission into the Accelerated 4+1 Program please follow the admission procedure below. **Note: Applicants must submit a completed accelerated 4+1 application packet. Partially completed packets will not be accepted.**

1. Application
 - a. You can obtain an application packet by visiting the Office of Graduate Admissions or emailing graduateadmissions@rmu.edu (Nicholson Center, next to Romo's).
 - b. Be cognizant of the minimum credit requirement of the program you're interested in, applications will not be accepted if you don't meet the minimum credit requirement.
2. Letters of Recommendation
 - a. The **MS in Engineering Management, MS in Cyber Investigation and Intelligence**, and the **MS in Counseling Psychology (3+2)** Program requires 2 professional letters of recommendation
 - b. One letter of recommendation must come from a faculty member
 - c. Letter of Recommendation forms are required and can be found in the application packet
 - d. Letters of Recommendation must be submitted in a sealed and signed envelope.
3. Resume
 - a. A current resume is required for all programs
4. Personal Statements and Essays
 - a. The **MS in Engineering Management and MS in Healthcare Systems Engineering** program requires that applicants submit a 3-5 paragraph personal statement describing interest in the program and professional/education goals
 - b. The **MS in Organizational Leadership** program requires that applicants submit a 750-1000 word essay describing interest in the program and detailing academic and professional goals
 - c. The **MBA, MS in Taxation, MS in Cyber Investigations & Intelligence, and MS in Health Services Administration** programs require applicants to submit a 1 page essay describing interest in the earning the degree
 - d. The **MS in Counseling Psychology (3+2 Program)** requires applicants to submit a 500 word essay answering the question: What has led you to pursue a career as a professional counselor?

Accelerated 4+1 Contract

Once your completed application is received, it will be sent to the program director for review. A decision is typically rendered within 7-14 days. You will be notified via email of your decision.

If you're admitted into the program, you'll be asked to sign the Accelerated 4+1 Student Contract. This can be done by making an appointment with **Jessica**.

It is important to thoroughly review and understand the contract prior to signing and submitting.

Robert Morris University
Accelerated 4+1 Bachelor's/Master's Program
Student Enrollment Agreement **(SAMPLE)**

The following terms must be understood and agreed upon by each student who wishes to enter the Accelerated 4+1 Bachelor's/Master's program. Please read each statement below carefully and then sign on the bottom of the form to indicate your understanding and agreement with each statement.

1. ***I understand that I will forgo earning my bachelor's degree until I have met all of the necessary academic requirements to receive my accelerated 4+1 degree. No interim bachelor degree will be awarded and I will not be able to participate in a commencement exercise until my accelerated 4+1 program requirements have been met.*** Once my accelerated 4+1 degree is complete, I can elect to have either my bachelor's or master's degree conferred at the appropriate commencement exercises.

2. I agree that once I am officially placed into the accelerated 4+1 program, I will begin to pay the University's blended flat rate of tuition. ***I understand that I will be charged the blended flat rate of tuition for the very next term that I enroll in classes regardless of the term I applied for as my desired entry term for the accelerated 4+1 program.*** Entering the accelerated 4+1 program means that I will forfeit my ability to pay for courses on a per credit basis (unless taking under 12 credits in a semester at which point I will pay a per credit rate that is a hybrid of the current per credit rate of graduate and undergraduate tuition).

3. If I elect to leave the accelerated 4+1 program at any time after I am placed into it, I will return to my original undergraduate check sheet. I will receive credit toward my undergraduate requirements for graduate work completed when applicable. If I elect to make this change, I understand that I will then be placed on the University's traditional flat rate of tuition. If my bachelor's degree requirements are met once I leave the accelerated 4+1 program, my bachelor's degree will be conferred at the end of the term during which I changed majors. The degree will not be back dated.

4. I understand that credits earned in one degree will not be applied towards the second degree with related content. In this case, advanced placement will be applied, and a course substitution will be approved by the department head.

5. I understand that I will continue to be eligible to receive institutional aid for a total of 10 semesters once accepted into the accelerated 4+1 program. Students must maintain full-time status, which is a minimum of 12 credits each fall and spring semester, in order to continue to receive institutional aid. The 12 credits may be a combination of graduate and undergraduate work. ***Athletic scholarships are determined annually by individual coaches following NCAA regulations. If you are a student-athlete you should have already discussed your interest in the accelerated 4+1 program with Nicole Law.***

6. I understand that to earn my accelerated 4+1 bachelor's and master's degrees, I must meet the enrollment and graduation standards of the accelerated 4+1 degree program at the undergraduate level, as well as meet the college's graduation requirements to receive an undergraduate and graduate degree.

7. I understand that I will complete the requirements for the approved master's degree only. Once my accelerated 4+1 degree is complete, I can apply through Office of Graduate Admissions to earn a second master's degree according to the Change of Graduate Degree Program Policy and Graduate Second Master's Degree Policy.

Financial Aid

Students will continue to be eligible to receive institutional aid for a total of 10 semesters once accepted into the accelerated 4+1 program. Students must maintain full-time status, which is a minimum of 12 credits each fall and spring semester, in order to continue to receive institutional aid. The 12 credits may be a combination of graduate and undergraduate work. ***Athletic scholarships are determined annually by individual coaches following NCAA regulations. If you are a student-athlete you should have already discussed your interest in the accelerated 4+1 program with Nicole Law.***

If you have additional questions about Financial Aid please contact you counselor based on last name initial:

Last Names starting with A-G:

Chris Schmidt

schmidt@rmu.edu

412-397-6256

Last Names starting with H-O:

Tara Verrico

verrico@rmu.edu

412-397-6259

Last Names starting with P-Z:

Demet Kuzlak

kuzlak@rmu.edu

412-397-6258