

## **Minimal requirements for a memo for a new accelerated program.**

Please submit a memo electronically to Provost Ann E. Cudd at [provost@pitt.edu](mailto:provost@pitt.edu) to propose a new accelerated program. The memo should come from the dean(s) of the school or president of the campus offering the undergraduate and the master's degree programs. Note that the memo does not need to be submitted via the Curriculog system.

Questions about these guidelines can be directed to [VPMcCarthy@pitt.edu](mailto:VPMcCarthy@pitt.edu) or [VPGodley@pitt.edu](mailto:VPGodley@pitt.edu).

1. Confirm that the requirements for the undergraduate and the master's degree programs are not being changed by offering them in an accelerated format. If one or both of the degree programs need to be created or modified in order to be able to offer the new accelerated program, then the appropriate proposal(s) must be submitted through the established Curriculog process along with a request to offer the degrees in an accelerated program.
2. Describe which of the requirements will be counted toward both the undergraduate and graduate degrees simultaneously. If more than 40% of the credits from the graduate degree are also being used toward the undergraduate degree, please provide justification for the large degree of overlap.
3. Confirm that the requirements for the master's degree, under the proposed accelerated arrangement, will still include 30 or more credits at the graduate level.
4. The table that follows provides a summary of how the student will be classified as they progress through the program, under most scenarios.  
The "cross-over year" is the transitional year between the undergraduate and the graduate programs where students will be satisfying degree requirements from both programs. Confirm that during the cross-over year, students are
  - a. continuing to complete the requirements of the undergraduate degree for the duration and
  - b. will be billed at a rate equivalent to that of their undergraduate program.The end of the cross-over year typically coincides with the end of the undergraduate program; however, the student must graduate from the undergraduate degree – and the cross-over "year" will come to a close – as soon as they complete the undergraduate program requirements.

	Registration Status	Financial Aid & Scholarship Eligibility	Tuition Rates	TIP Implications (i.e., TIP formula to be used as well as how enrollment credit is awarded)
Years 1-3	Undergraduate	Undergraduate	Undergraduate	Undergraduate
Year 4 – Cross-over Year	Undergraduate	Undergraduate	Undergraduate	Fall Semester: Undergraduate Spring Semester: Graduate
Year 5+	Graduate	Graduate	Graduate	Graduate

5. Confirm that for TIP calculations the relevant dean(s)/president(s) understand that,
  - a. in the first semester of the cross-over year, TIP will be calculated under the undergraduate rules (and enrollment credit will be awarded to the undergraduate school), and
  - b. in the second semester of the cross-over year, TIP will be calculated under the graduate rules (and enrollment credit will be awarded to the graduate school).
  
6. Provide enrollment estimates for the first five years of the program.