

## Process for Accelerated (4+1) Programs

This document defines the process for Accelerated programs that are designated as 4+1 programs.

When a graduate school receives the initial approval to offer 4+1 programs, the Office of the University Registrar will create a student group with a description that reads “Accelerated Program in xxxx” where xxxx indicates the school. For example, the student group for Accelerated programs in the Graduate School of Public Health has a description of “Accelerated Program in Public Health”.

The Registrar’s Office will provide the student group code and description to the school, the Financial Aid Office, and to PittIT – Analytics - Data Engineers. The school will be responsible for assigning the student group to each of the students admitted into the accelerated program within their school. The Financial Aid office will use the student group to ensure the student’s financial aid is processed at the undergraduate level during their fourth year, and Pitt-IT will use it to calculate the Tuition Incentive Program (TIP) for these students.

The Registrar’s Office will provide the graduate school with training and/or documentation on the use of student groups.

Students will normally be admitted into the Accelerated program during the spring term of their third year. At that point they will have two active Program/Plan records in PeopleSoft, one for the undergraduate degree and one for the graduate degree. As a part of the Admissions process, the graduate school will add their student group to the student’s record using **May 1** as the effective date. Upon completion of the Master’s degree the graduate school must add a new row to inactivate the student group, they must not delete the student group. Inactivating the student group will ensure that any future academic work that may be done at the University will be handled correctly. In the event the student leaves the accelerated program prior to completing both degrees, the student group must be inactivated.

Students will enroll as undergraduate students in their 4<sup>th</sup> year, paying undergraduate tuition and receiving undergraduate financial aid. For TIP purposes the student will be considered undergraduate students for the fall term and graduate students for the spring term. Undergraduate degrees will be awarded at the end of the 4<sup>th</sup> year as long as the students have completed all of their Bachelor degree requirements.