



Robert Morris University
Office of Graduate Admissions

Integrated Student Handbook
2016-17

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Welcome

Thank you for your interest in the Integrated 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 Integrated 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 Integrated Program is a good fit for you.

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

Jessica Kosty

Last Names A-L

kosty@rmu.edu

412-397-5228

Caitlin Engel

Last Names M-Z

engel@rmu.edu

412-397-5218

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

Integrated Offerings

BSBA/MBA

BSBA/Taxation

BS Engineering/MS Engineering Management

Bachelor's/MS Cyber Security and Information Assurance

Bachelor's/MS Cyber Security and Information Assurance/Professional Enterprise Systems

Bachelor's/MS Data Analytics

Bachelor's/MS Data Analytics/Professional Enterprise Systems

Bachelor's/MS Internet Information Systems

Bachelor's/MS Internet Information Systems/Professional Enterprise Systems

Bachelor's/MS Information Systems Management

Bachelor's/MS Information Technology Project Management

Bachelor's/MS Organizational Leadership

Admission Criteria

BSBA/MBA

- Integrated Programs Application
- 3.0 GPA
- 88-109 earned credits
- 2 letters of recommendation
- 3-5 paragraph essay describing your interest in earning the degree
- Resume
- Completion of the following courses: Managerial Acct, Principles of Marketing, Principles of Mgmt, Principles of Finance, Stats, Macro and Micro Econ, Finite Math & Applied Calculus, Intro to Decision Support Sys, Business & Prof Communications
- Must have 2 open business electives

BSBA/Taxation

- Integrated Programs Application
- 3.25 GPA
- 88-109 earned credits
- GMAT score (470 minimum score required)
- 2 letters of recommendation
- 3-5 paragraph describing your interest in earning the degree
- Resume
- Completion of at least 9 accounting credits from the following list: Intermediate Fin Acct I, Intermediate Fin Acct II, Federal Taxes I, Federal Taxes II
- It is strongly recommended that students complete Federal Taxes II before starting the program
- Fall start only
- Must have 2 open business electives

BS Engineering/Engineering Management

- Integrated 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

Bachelor's/Cyber Security and Information Assurance

- Integrated Programs Application
- 2.8 overall GPA, 3.0 major GPA, 3.0 for computing courses
- 87-108 earned credits
- 2 letters of recommendation
- Resume

Admission Criteria Continued

Bachelor's/Data Analytics

- Integrated Programs Application
- 2.8 overall GPA, 3.0 major GPA, 3.0 for computing courses
- 87-108 earned credits
- 2 letters of recommendation
- Resume

Bachelor's/Internet Information Systems

- Integrated Programs Application
- 2.8 overall GPA, 3.0 major GPA, 3.0 for computing courses
- 87-108 earned credits
- 2 letters of recommendation
- Resume

Bachelor's/Information Systems Management

- Integrated Programs Application
- 2.8 overall GPA, 3.0 major GPA, 3.0 for computing courses
- 87-108 earned credits
- 2 letters of recommendation
- Resume

Bachelor's/Information Technology Project Management

- Integrated Programs Application
- 2.8 overall GPA, 3.0 major GPA, 3.0 for computing courses
- 87-108 earned credits
- 2 letters of recommendation
- Resume

Bachelor's/Organizational Leadership

- Integrated Programs Application
- 2.8 overall GPA, 3.0 major GPA
- 87-108 earned credits
- 1000 word essay detailing academic and professional goals
- 2 letters of recommendation
- Resume

International Students, Student-Athletes and Veterans

Prior to making an application to the Integrated Program please contact the following staff members regarding your eligibility:

International Students

Safiyyah Scott

Office Phone: 412-397-5942

Email: scott@rmu.edu

On-campus location: Colonials Village #2

Student-Athletes

Craig Coleman

Office Phone: 412-397-4912

Email: colemanc@rmu.edu

On-campus location: Athletic Building, 242

Veterans

Heather Jericho

Office Phone: 412-397-5498

Email: jericho@rmu.edu

On-campus location: Jefferson Center L1

Program Directors

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

MBA - Dr. Jodi Potter, potterj@rmu.edu

Taxation - Professor Carol MacPhail, macphail@rmu.edu

Engineering - Dr. Arif Sirinterlikci, sirinterlikci@rmu.edu

SCIS Programs - Professor John Turchek, turchek@rmu.edu

Organizational Leadership - Dr. Petros Malakyan, malakyan@rmu.edu

Application Process

To be considered for admission into the Integrated Program please follow the admission procedure below. **Note: You MUST submit all required materials at the same time.**

1. Application

- a. You can obtain an application packet by visiting the Office of Graduate Admissions (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. Most programs require a minimum of two (2) letters of recommendation
- b. At least 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.

Application Process Continued

3. Resume

- a. A current resume is required for all programs

4. Personal Statements and Essays

- a. The **MS Engineering Management** program requires that applicants submit a 3-5 paragraph personal statement describing your interest in the program and professional/education goals
- b. The **MS Organizational Leadership** program requires that applicants submit a 1000 word essay describing your interest in the program and detailing your academic and professional goals
- c. The **MBA and MS Taxation** program requires that applicants submit a 3-5 paragraph essay describing your interest in the earning the degree

Integrated Contract

Once your completed application is received, it will be sent to the program director for review. A decision is typically rendered within 7-10 days. You will be notified via email of your decision.

If you're admitted into the program, you'll be asked to sign the Integrated Student Contract. This can be done by making an appointment with Jessica (A-L) or Caitlin (M-Z).

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

Robert Morris University
Integrated Bachelor's/Master's Program
Student Enrollment Agreement

The following terms must be understood and agreed upon by each student who wishes to enter the Integrated 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 integrated degree. No interim bachelor degree will be awarded and I will not be able to participate in a commencement exercise until my integrated program requirements have been met. Once my integrated 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 integrated 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 integrated program.*** Entering the integrated 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 integrated 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 integrated 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 I will continue to be eligible to receive institutional aid for a total of 10 semesters once accepted into the integrated 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 integrated program with Sean Simmons or Craig Coleman.***

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

Financial Aid

Students will continue to be eligible to receive institutional aid for a total of 10 semesters once accepted into the integrated 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 integrated program with Sean Simmons or Craig Coleman.***

If you have additional questions about Financial Aid please contact:

Last name A-D

Chris Schmidt

schmidt@rmu.edu

412-397-6265

Last name E-K

Sarah Hurley

hurleys@rmu.edu

412-397-6259

Last name L-R

Jessica DiLorenzo

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412-397-6258

Last name S-Z

Bernadette Jablonowski

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412-397-6257