KENT STATE UNIVERSITY
CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **11-Mar-15**   Curriculum Bulletin _____

Effective Date   **Fall 2015**   Approved by EPC _____

Department   **Graduate Studies**

College   **PR - Provost**

Proposal   **Establish Policy**

Proposal Name   **Dual Graduate Degree Programs**

Description of proposal:

KSU currently has a policy on Multiple Degrees in the catalog. In AY 2013-14, the Graduate Studies Administrative Advisory Committee (GSAAC) began to address limitations of the Multiple Degrees policy by developing a separate policy for combined bachelor's/master's degrees. The present proposal seeks to replace the Multiple Degrees policy with a policy on Dual Graduate Degree Programs. The policy on Dual Graduate Degree Programs will explicitly articulate the purpose of dual graduate degrees and specify their chief characteristics, including admissions procedures, deadlines and degree requirements.
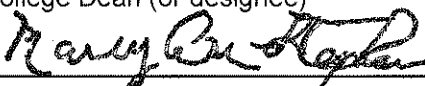
Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

Much of the proposed policy reflects exisitng practices, so there will be minimal impact. The only real change is moving from a fixed number of credit hours that may be "double-counted" (12 hours) to a minimum percentage of the degree that must be unique (60%). Because 12 hours is 40% of a 30 hour master's degree, the impact will be that degree programs that are longer in length will be able to "double-count" more than 12 hours.

Units consulted (other departments, programs or campuses affected by this proposal):

The proposed policy was developed by GSAAC, with consultation from graduate coordinators within their respective colleges. Graduate Admissions and the Registrar's Office were consulted during development of the policy.

REQUIRED ENDORSEMENTS

_____   _____ / _____ / _____
Department Chair / School Director

_____   _____ / _____ / _____
Campus Dean (for Regional Campuses proposals)

_____   _____ / _____ / _____
College Dean (or designee)

_____   _____ / _____ / _____
Dean of Graduate Studies (for graduate proposals)

_____   _____ / _____ / _____
Provost and Senior Vice President for Academic Affairs (or designee)

Proposal Summary for a Policy
Dual Graduate Degree Programs

Subject Specification:

Develop policy on dual graduate degree programs (formal and informal).

Background Information:

KSU currently has a policy on Multiple Degrees in the catalog, which includes simultaneous or sequential work on everything from a "master's degree and a baccalaureate in two different disciplines" to "master's degrees of two designations in one discipline" to a "doctorate in one discipline and a master's or baccalaureate in another discipline." In AY 2013-14, the Graduate Studies Administrative Advisory Committee (GSAAC) began to address the limitations of the Multiple Degrees policy by developing a separate policy for combined bachelor's/master's degrees. The present proposal seeks to complete the revisions by replacing the Multiple Degrees policy with a policy on Dual Graduate Degrees.

The proposed policy was drafted following a review of the policies at five other universities: Ohio State University; University of Cincinnati; Arizona State University; University of Washington-Seattle; and University of Wisconsin-Madison. All five universities have policies on dual graduate degrees that describe admissions procedures and address degree requirements. Two of the five universities allow for both formal and informal dual programs, two have only informal programs and one allows only formally established programs. KSU's current policy on Multiple Degrees does little more than specify the number of credit hours that may be double-counted between two programs and list those programs that are an exception to this rule.

The proposed policy seeks to clarify the purpose of dual graduate degrees and to describe their characteristics. More specifically, the following changes were made:

1. The term "dual graduate degree" will be used instead of "multiple degrees," and is defined as the simultaneous pursuit of two graduate degrees at the same level. GSAAC believes that the term "dual degree" is more intuitive, and it is consistent with terminology used at the undergraduate level.
2. The policy distinguishes between formal (university approved) and informal dual degree programs.
3. Although the admissions procedures themselves have not changed, they are articulated in the policy. In particular, applicants to an informal dual degree must submit an application and application fee to each program; applicants to a formal dual degree program submit an application to the primary program and select a concentration in the formal dual degree program (i.e., the second degree). Application to the second program is limited to the end of the student's second semester in the first program in order to ensure a well-planned and coordinated program of study.
4. The revised policy requires that a minimum of 60% of the total hours required for each degree must be unique to that degree, rather than the current policy of limiting the "double-counted" credit hours to 12. Using a percentage rather than a fixed number of hours allows for differences in degree program length. The percentage of unique hours may vary from the 60% minimum only when the dual graduate degree program has been formally approved

     by the university.

5. Lastly, the revised policy references pertinent information such as the transfer of coursework taken at another institution and time limits for completing degree requirements and graduation.

Alternatives and Consequences:

The alternative is for KSU to leave the current policy language in place. As a consequence, expectations and requirements for dual graduate degrees will remain ambiguous to students and programs/colleges.

Specific Recommendation and Justification:

The specific recommendation is to inactivate the existing policy on Multiple Degrees and establish the proposed policy on Dual Graduate Degrees for publication in the 2015-16 university catalog.

The rationale for developing/revising the policy is to explicitly articulate the purpose of dual graduate degree programs and specify their chief characteristics.

Timetable and Actions Required:

EPC Approval: April 20, 2015
Faculty Senate approval: May 11, 2015
Implementation: 2015-16 Catalog

UNIVERSITY CATALOG – REVISED COPY
Dual Degrees/Double Majors/~~Multiple Degrees~~

UNDERGRADUATE DUAL DEGREES / DOUBLE MAJORS

In certain cases students may be able to complete the requirements for more than one academic major through either a double major or a dual-degree program of study. A double-major program of study combines two major fields of study within the same degree program. Students completing a double major are awarded a single degree with two majors. Students pursuing a double major for a bachelor's degree must complete a minimum 120 semester hours.

A dual degree combines two majors from distinct degree programs. Any combination of major fields of study involving undergraduate degree programs in more than one college is a dual degree even if both degrees bear the same title. Students completing a dual degree are awarded two distinct degrees. Students pursuing a dual degree at the baccalaureate level must complete a minimum of 140 total semester hours. Students pursuing concurrent associate degrees must successfully complete all the requirements for both and a minimum of 15 credit hours beyond those required for the primary degree. Because of the similarity in program requirements, the Associate of Arts and the Associate of Science degrees may not be earned concurrently; nor may either be awarded as an additional degree when one or the other has been previously conferred.

Certain major combinations are not appropriate and are not permitted by the colleges. Students interested in a double major or dual degree must consult the offices of the appropriate colleges and/or campus to determine whether the desired combination of majors is permitted. Students seeking concurrent associate degrees must be in good academic standing and enrolled officially for a first, or primary, associate degree. If the combination is permitted, the college offices will assist the students in formally declaring the degrees/majors and will provide the students with major sheets for both of the degrees/majors showing the course requirements to be satisfied for both majors. The students must complete all requirements for both degrees/majors.

Students who hold an associate, bachelor's or graduate degree and wish to pursue an associate degree may do so by successfully completing all program and residency requirements, in addition to a minimum 15 semester hours.

Students are required to file a graduation application for each degree/major program of study. Students must officially declare any degree/major in time to meet the graduation application deadline for the semester in which they expect to complete the program of study.

GRADUATE DUAL DEGREES

Graduate dual degree programs allow students to simultaneously pursue two graduate degrees at the same level (two master's degrees or two doctoral degrees).* Rather than sequentially completing first one degree and then the other, the amount of time required to complete both sets of degree requirements may be reduced by completing the programs in a coordinated way. "Combined" degree programs allow students to simultaneously pursue two degrees at different levels (see policy on Combined Bachelor's/Master's Degree Program in the University Catalog for details).

Coursework common to both programs must constitute a well-planned and meaningful part of each program. A minimum of 60 percent of the total credit hours required for each degree program must be unique to that degree program. The percentage of unique hours that must be completed in each degree program may vary from the 60 percent minimum only when the graduate dual degree program has been formally approved by the university.

Graduate credit transferred from another institution is limited to a maximum of 12 credit hours across both degree programs.

The maximum time limits for completing degree requirements and graduation apply to each degree individually (six years from the term of first attendance to complete each master's; 10 years from the term of first attendance to complete each doctoral degree beyond the bachelor's; and nine years from the term of first attendance to complete each doctoral degree beyond the master's).

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Dual Degrees/Double Majors/~~Multiple Degrees~~

Kent State University allows for both informal and formal dual degree programs, as described below.

Informal Dual Graduate Degree Programs

Students may simultaneously pursue two degrees at the same level from different programs through an informal dual degree program (those that have not received official university approval). Informal dual degree programs offer students the flexibility to double-count some coursework, given that the two programs in question approve the arrangements. A minimum of 60% of total hours required for each degree must be unique to that degree, after which some courses may be double-counted.

Admission

An applicant who is not currently a graduate student at Kent State University must submit an application and an application fee for each program.

Students who are currently enrolled in one graduate program at Kent State University must submit an application and an application fee for the second program. Application to the second program must be made no later than the end of the student's second semester in the first program.

Requirements

The student and advisor(s) must plan an integrated course of study. The plan must be approved by both programs and filed with the respective college(s) no later than the end of the student's second semester in the first program.

Culminating experiences (e.g. capstone courses, theses, dissertations, applied projects) and comprehensive examinations cannot be shared.

Formal Dual Graduate Degree Programs

A formal dual degree program is one that has been officially approved by the university. It has one curriculum established by two programs resulting in the completion of two graduate degrees at the same level. The following programs have been formally approved by the university:

- Master of Architecture / Master of Business Administration
- Master of Architecture / Master of Urban Design
- Master of Arts in Communication Studies / Master of Business Administration
- Master of Arts in Translation / Master of Business Administration
- Master of Business Administration / Master of Science in Nursing
- Master of Business Administration / Master of Library and Information Science
- Master of Education in Instructional Technology / Master of Library and Information and Information Science (School Library concentration for both)

Admission

An applicant who is not currently a graduate student at Kent State University submits one application and one application fee. The applicant selects the primary program of interest on the application and indicates a concentration in the formal dual degree program that the applicant wishes to pursue (i.e., the second degree program). Both programs must offer admission to the applicant before admission into the dual degree program is granted.

Students who are currently enrolled in one graduate program must submit an application and an application fee for the second program, indicating on the application that the intent is to complete both degrees rather than to transfer from the first to the second program. Application to the second program must be made no later than the end of the student's second semester in the first program.

*   This policy does not apply to dual concentrations. Students should see program coordinator if they are interested in completing dual concentrations.

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Dual Degrees/Double Majors/~~Multiple Degrees~~

~~Multiple Degrees~~

~~A student may work simultaneously or sequentially on any of the following if the departments involved believe there is good reason for so doing and will admit the student to both programs:~~

- ~~A master's degree and a baccalaureate in two different disciplines~~
- ~~Master's degrees of two designations in one discipline~~
- ~~Master's degrees of one or two designations in two disciplines~~
- ~~Doctorates in two different disciplines~~
- ~~Doctorate in one discipline and a master's or baccalaureate in another discipline~~

~~Persons having a doctorate will not be permitted to work on a second degree from the same department with a different emphasis.~~

~~Courses to be counted toward both programs (double counted) shall be determined by the department(s), but in no case may the number of credits exceed 12 credits for the master's degree (except for the special cases listed below) or equivalent of a master's degree plus 12 credits for the doctorate. The appropriate college dean(s) involved shall be notified of these decisions.~~

~~Exceptions to the 12-credit-double-count policy for dual degree and multiple degree programs:~~

- ~~When one of the degrees is the Master of Fine Arts, a two-year degree, the courses to be double counted shall not exceed 26 credits.~~
- ~~Students pursuing the Master of Business Administration and the Master of Science in Nursing degrees may double count a maximum of 28 credits.~~
- ~~Students pursuing the Master of Business Administration and the Master of Library and Information Science degrees may double count a maximum of 28 credits.~~
- ~~Students pursuing the Master of Science degree in Information Architecture and Knowledge Management and the Master of Arts degree in Journalism and Mass Communication may double count a maximum of 28 credits.~~
- ~~Students pursuing the Master of Science degree in Information Architecture and Knowledge Management and the Master of Library and Information Science degree may double count a maximum of 24 credits.~~
- ~~Students pursuing the Master of Business Administration degree and the Master of Arts degree in Communication Studies may double count a maximum of 27 credits.~~
- ~~Students pursuing the Master of Education degree in Instructional Technology and the Master of Library and Information and Information Science degree (Dual Degree MEd/MLIS School Library concentration for both) may double count a maximum 27 credits.~~