

DUAL DEGREE PROGRAMS

Academic Affairs Policy Statement No. 16

1. References

- a. Academic Affairs Handbook, Board of Regents, University System of Georgia, July 1987.
- b. Bylaws of the University Council of the University of Georgia, 1988.

2. Policy

Policy and implementing guidance outlined herein are applicable to all dual degree programs. No provisions stated herein are intended to conflict with the Bylaws of the University of Georgia or the Academic Affairs Handbook of the Board of Regents.

3. Definition

A dual degree program is a combination of two separate approved degree programs. Upon completion of a dual degree program, a student will be conferred with the two degrees included in the dual degree program. This does not preclude individual students from completing multiple degrees.

4. Responsibility

a. Faculty

The responsibility for developing a new dual degree program resides with the faculty in each academic unit. Such proposals should be submitted when faculty identifies a need or an interest that is best served by offering two degree programs in a dual degree program.

b. Administrative

It shall be the responsibility of each school or college to ensure that all proposals receive appropriate faculty review prior to submission to the next higher administrative level. Both the head of the academic unit and the appropriate dean of each school or college submitting a proposal must review the proposal before it is submitted to the next higher administrative level. The Senior Vice President for Academic Affairs and Provost shall be responsible for reviewing proposals and providing any needed internal and external coordination of procedures. This shall include making appropriate recommendations to the President of the University on program proposals which are transmitted to the Board of Regents for information. The Office of the Senior Vice President for Academic Affairs and Provost shall keep unit (institute, department, school, or college) heads informed of the current status of proposals as they move through the review stages required by governance procedures.

4. Routing of Proposals

Establishment of a dual degree program proposal should begin with the academic units offering the majors included in the dual degree program proposal. After the proposal is approved by the dean of each school or college, it is submitted to the Senior Vice President for Academic Affairs and Provost. Dual degree program proposals including graduate programs must first be reviewed by the Dean of the Graduate School who will then forward them to the Senior Vice President for Academic Affairs and Provost. Dual degree program

proposals will be reviewed by the University Curriculum Committee and subsequently forwarded with a recommendation to the University Council for consideration. University Council recommendations on proposals are forwarded to the Senior Vice President for Academic Affairs and Provost who will transmit the same to the President of the University for consideration. After approval by the President of the University of Georgia, dual degree program proposals will be forwarded to the Office of the Chancellor, Board of Regents, for information.

The University System of Georgia
Format for Dual Degree Program Proposal
(Submit original and three copies)

Dual degree program proposals include more than one degree. Please provide the following information for each unit involved.

- Institution(s)
- Date
- School(s)/College(s)/Division(s)/Institution(s)
- Departments
- Degrees to be offered
- Majors to be offered
- Starting date
- Signatures of department head(s), dean of school(s)/college(s)
- Program abstract
Provide a summary of the proposed program. This section should include advantages to each respective degree program and impact on the University of Georgia. If a dual degree program is with another University System institution, describe the advantages to the University of Georgia.
- Objectives of the program
List the program objectives and indicate how they are related to each respective degree program.
- Justification and need for the program
 - a. Indicate the benefits for offering the dual degree program. Describe the process used to reach these conclusions, the basis for estimating this need, and those factors that were considered in documenting the program need.
 - b. Indicate the student demand for the dual degree program. What evidence exists of this demand?
 - c. Give any additional reasons that make offering the dual degree program desirable (i.e., to meet specific public or private sector needs).
- Describe the process by which the proposed program was developed.
- Curriculum
List the entire course of study required and recommended to complete the dual degree program. Give a sample program of study that might be followed by a representative student. Provide a copy of the existing approved requirements for each major involved in the dual degree program proposal.

- Administration
Describe how the proposed program will be administered within the structure of the institution. Address how students will be admitted to the dual degree program. Explain how students will be advised once they are admitted to the program. Provide the name of a contact person for the program.
- Assessment
Indicate the measures that will be taken to assess the effectiveness of the program and the learning outcomes of students enrolled.
- Fiscal and enrollment impact and estimated budget
Indicate any fiscal impacts on each supporting degree program. If a dual degree program is with another University System institution, are there any negative fiscal impacts on the University of Georgia?