

Guidelines and Procedures for Approved Graduate/Professional Dual Degree Programs at WVU

This document contains guidelines, policies, and procedures for approved graduate/professional dual degree programs at WVU. A brief version of this document that focuses only on policies will be included in the Graduate/Professional Catalog.

Definition and scope:

Approved dual degree programs offer students the opportunity to concurrently pursue a specific combination of two WVU degrees following an established plan. The two degrees may include a master's degree with another graduate degree (master's, Ph.D., or a professional doctorate) or a Ph.D. with a professional doctorate. Approved dual degree programs and their requirements are included in the Graduate/Professional Catalog.

The guidelines in this document apply only to approved dual degree programs. Students may also independently pursue or complete two or more graduate/professional degrees or certificates (except that students may only complete one Ph.D. degree from WVU) with approval from both programs and following the Graduate/Professional Catalog rules. The Catalog should also be consulted to determine relevant regulations that apply when students enroll in or pursue (1) a master's and a Ph.D. in the same graduate program, (2) two sequential degree programs, (3) an accelerated bachelor's/master's (ABM) degree program, (4) a pathway program involving another university, (5) an interdisciplinary degree program, (6) one degree from WVU and one from another university, (7) a new degree using credits from a prior degree from WVU or another institution, or (8) any other combinations of degrees or certificates.

Approval of New Dual Degree Programs:

New dual degree programs may only be created by combining existing degree programs. New dual degree programs should be designed collaboratively by both degree-granting units. Program curricula and rules must be reviewed and approved by each program/department and College/School. See below for detailed information concerning the required contents of a new dual degree proposal. Proposals, including a detailed MOU, must be initiated through the Curriculum Inventory Management (CIM) system. The submission will then be reviewed and considered for approval by the Graduate Council. Once the Graduate Council approves, the program will be included in the list of approved dual degree programs in the Graduate/Professional Catalog.

The approval process ensures that the integrity of both degree programs is maintained despite any efficiencies built into how the programs are combined. This administrative review and approval process also ensures appropriately high standards for admission to, continuation in, and completion of these programs.

Admission:

An approved dual degree program must specify when students may be admitted (e.g., admission to both programs at the start of graduate study, admission to both programs after completion of certain courses, admission at any time up to a specified limit of time or courses completed, admission to the second program only after admission to the first program, etc.). Students admitted to a dual degree program must meet the admission standards for both degree programs, and both programs must approve the student for the dual degree admission. Admission decisions may be made separately by each program, an individual, or a committee representing the dual degree program.

Students may not be admitted provisionally for a dual degree program. Students with University Fellowships are not eligible for dual degree programs without the Associate Provost for Graduate Academic Affairs' permission.

Requirements:

Students in dual degree programs complete all requirements for both degrees and are subject to all relevant University and program rules in place for students in either degree program. Any additional or modified requirements or rules for dual degree students, and the consequences of failing to meet standards in one or both of the programs, must be communicated to students. Students are conferred both degrees simultaneously after completing the requirements for both degrees.

An approved dual degree program may allow students to count some courses or milestone activities toward the requirements of both degrees when those courses or milestone activities meet the learning objectives of both degrees. A maximum of 20% of the sum of the credits required for the two degrees may be shared by the two degrees, not to exceed 24 total shared credits. In addition, the total required credit hours for any dual degree program must not be fewer than 48 credits, and at least 18 of the required credits for each separate program must be retained in the dual degree program requirements. See the table below for examples of allowed maximum credit sharing. Note that more than two programs may not share individual course credits, including graduate certificate programs. Any course that the two-degree programs will share must be justified in terms of how it contributes to and meets the learning objectives of each program.

	Scenario					
	1	2	3	4	5	6
Credits required by Degree 1	30	30	45	60	60	60
Credits required by Degree 2	30	45	45	45	60	90
Sum of credits required by the separate degrees	60	75	90	105	120	150
20% of sum	12	15	18	21	24	30*
Minimum total credits required for dual degree	48	60	72	84	96	126*
*Maximum credits that can be shared = 24.						

Enrollment:

Students accepted to a dual degree program will be enrolled in both degree programs. A plan must be in place for determining which program will be considered primary and which will be considered secondary in BANNER. This designation will remain static throughout the duration of the student's matriculation in the dual degree program. Unless given specific permission by the relevant deans, students admitted to a dual degree program must maintain full-time continuous enrollment during fall and spring terms. Individual programs determine enrollment requirements in summer term. Students pursuing a dual degree will not be approved for course overloads to accelerate completion of the dual degree program.

Tuition:

Students completing two or more graduate/professional degrees will only be assessed University (General University or HSC) tuition for the primary major code per term. If students pursue coursework in two majors in the same term, only the primary major code will be assessed for University (General University or HSC) tuition. College or program tuition can also be assessed to the secondary major based on credit hours.

Proposed tuition and fees assessment and revenue distribution schedules must be prepared by the College/Schools' business officers and submitted to the Tuition and Fees Assessment Team for review and approval. Note: Any distribution/sharing of primary major University and/or College tuition must be manually transferred. Identification of who will handle transfers and when should be included using a Tuition & Fee Assessment Team form.

Continued Eligibility & Termination

Students in a dual degree program must maintain the cumulative GPA and specified criteria for good standing in each program. Grades in all courses taken will contribute to a student's overall GPA. However, students enrolled in a dual program that includes a professional program may have independently calculated GPAs for each program. Students should refer to each program for specific information about GPA calculation. Student eligibility for program continuation will be evaluated at the end of each semester.

Probation in one program may impact credit sharing agreements or a student's standing in the remaining program. Students who are terminated from one program remain in good standing in the other program unless the other program takes some action to change the student's standing. The remaining program will determine whether or not any courses taken in the terminated program can be counted toward degree requirements.

Graduation:

Students admitted to a dual degree program should plan to have their two degrees conferred simultaneously upon completion of all requirements for both degrees. If a

student chooses to receive one degree before the other in the dual degree program, the rules for sequential degrees apply, and no more than 12 credits earned prior to graduation from the first-degree program can be applied to the subsequent degree program (see [Rules for Attaining Multiple Credentials](#) in the Graduate/Professional Catalog).

Memorandum of Understanding:

Programs collaborating to establish a dual degree program must develop and sign a memorandum of understanding (MOU) describing how the academic and fiscal components of the program will be implemented and maintained. The MOU must explain when each program is considered primary for individual students, identify which College tuition will be assessed as determined by the primary major, and how the units will share that revenue. The MOU must distinguish which University (General University or HSC) and College tuition will be assessed as identified by the primary major and how the revenue will be distributed to the Colleges/Schools. The MOU must also outline how and by whom students will be advised and which unit will be responsible for student monitoring and record-keeping. In general, the MOU should describe the procedures and policies involved in the ongoing administration of the dual program. The MOU must be reviewed and approved by the University Registrar, the Office of Student Financial Support and Services, the Division of Finance (General University and HSC), and the WVU Legal Team to ensure the feasibility of all proposed arrangements. See the sample MOU template below.

Instructions for Approval of a Dual Degree Program

Proposals for new dual degree programs must be submitted to the Curriculum Inventory Management (CIM) system and advance for final approval by the Graduate Council. This approval is required prior to listing a program as an approved dual degree program in the Graduate/Professional Catalog. Any subsequent changes in the curriculum for an approved dual degree program also must be approved by the Associate Provost or Graduate Council.

Guiding principles: Students completing an approved dual degree program should obtain the same learning outcomes as students completing the component degree programs separately. Program planners should carefully consider which courses may be appropriate to meet learning objectives in both degree programs and should carefully consider the required or recommended sequencing of courses in the dual degree program to enhance students' learning.