Multiple Degree Programs

From the Graduate School’s Policies and Procedures for Administering Graduate Student Programs manual (Section I, F,3)

https://www.purdue.edu/gradschool/faculty/publications.cfm

3. Multiple Degree Programs

Multiple degree programs are grouped under three major types.

a. Combined Degree Programs

A combined-degree program is reserved for exceptional students and results in the joining of curricula of an existing baccalaureate or professional degree program and an existing master’s degree program within the Purdue University system. Combined degree programs formally approved by the participating academic units and the Graduate School may use a limited number of free elective credit hours of 50000- and 60000-level coursework taken to satisfy the baccalaureate or professional degree on the master’s degree plan of study. The maximum number of free elective course credits which may be counted for the master’s degree varies with the total credit hours required for the master’s degree.

<table>
<thead>
<tr>
<th>Master’s Degree (Required Credit Hours)</th>
<th>Maximum Number of Credit Hours (From Free Electives)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 – 39</td>
<td>9</td>
</tr>
<tr>
<td>40 – 49</td>
<td>12</td>
</tr>
<tr>
<td>50 – 59</td>
<td>15</td>
</tr>
<tr>
<td>60 - +</td>
<td>18</td>
</tr>
</tbody>
</table>

Undergraduate excess credits cannot be used in combination with the credits used in the combined degree program.

The baccalaureate or professional degree must be awarded prior to awarding the master’s degree. Students enrolled in Combined Degree Programs are expected to complete the baccalaureate degree on schedule. Students in Combined Degree Programs, who are funded by an external grant at 0.25 CUL or higher, will have a primary classification of graduate. Other students in Combined Degree Programs will have a primary classification of undergraduate until the baccalaureate degree is awarded. The Combined Degree Proposal review and approval flow chart is described in Appendix H (Combined Degree Program Proposal Review/Approval Flowchart) and the proposal format is detailed in Appendix I, (General Proposal Format for Combined Degree Programs.) Appropriate departmental, college/school, and campus reviews are to be conducted and appropriate signatures obtained prior to submitting the final proposal to the dean of the Graduate School.

(Section 1.a - approved by the Graduate Council on April 28, 2011)
b. Dual Master’s Degree Programs

b.1. Purdue University Master’s / Professional Master’s
This dual-degree program is one in which an existing Purdue University master’s degree program is combined with an existing postbaccalaureate professional degree program at another U.S. institution. Dual-degree programs formally approved by the participating academic units and the Graduate School may use a maximum of nine credit hours of 50000- and 60000-level coursework taken to satisfy the postbaccalaureate professional degree on the master’s degree plan of study. Dual-degree program proposals which exceed the scope and/or dual credit allowance will be forwarded to the Graduate Council for consideration. The Purdue master’s degree must be awarded prior to the awarding of the postbaccalaureate professional degree. Appropriate departmental, college/school, and campus reviews are to be conducted and appropriate signatures obtained prior to submitting the final proposal to the dean of the Graduate School. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.

b.2. Purdue University Master’s / Master’s From Another Institution of Higher Education
This dual degree program is defined as one that involves “coursework at two or more institutions” and one in which “a separate diploma is awarded from each of the participating programs” (CIC Global Collaborations Executive Brief, September 2011). This dual degree program policy and procedures document governs dual degree programs between a department or School at Purdue University – West Lafayette or the system-wide program (Purdue University-Calumet, Indiana University-Purdue University-Fort-Wayne, Indiana University-Purdue University Indianapolis, Purdue University North-Central) and another institution of higher education. Dual degree programs award degrees at the Masters level (MA, MFA or MS). As the process matures, the Graduate Council may consider other kinds of degree combinations. Dual degree programs may be between a Purdue University system department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.
c. Joint Ph.D. Degree Programs

A joint degree program is defined as one that awards “one diploma displaying the seals and/or names of each partner institution,” (CIC Global Collaborations Executive Brief, September 2011). This joint degree program policy and procedures document governs joint degree programs between a department or School at Purdue University-West Lafayette and another institution of higher education. Joint degree programs award degrees at the PhD level. As the process matures, the Graduate Council may consider other kinds of degree combinations. Joint degree programs may be between a Purdue University-West Lafayette department/School and either (a) a department/School in a U.S. institution of higher education or (b) a department/School in an international institution of higher education. See Appendix J for Dual and Joint Degree Flowchart and Proposal Format.
APPENDIX H

Combined Degree Program Proposal
Review/Approval Flowchart

A. CONCEPT PAPER (one page)

1. addressed to the dean of the Graduate School from the head(s) of the academic unit(s) and endorsed by the relevant academic dean(s)
2. content
   • name of multiple degrees, proposing academic unit(s), and contact person(s).
   • rationale, including impact and benefits
   • relationship to similar graduate programs in the Purdue system
   • estimated resource needs (budget, space, library, other)
3. dean of the Graduate School consults with the provost

B. PROPOSAL

1. requested by the dean of the Graduate School
2. use Graduate School “Proposal Format for Combined Degree Programs,” (Appendix I)
3. administrative review by the Graduate School -- If multiple program proposal exceeds the scope and/or dual-credit allowance described in Appendix I, review and approval by the Graduate Council is required.

C. POST GRADUATE SCHOOL/GRADUATE COUNCIL REVIEW AND ACTION

1. dean of the Graduate School forwards recommendation to the provost
2. Office of the Provost conducts final review and approval
3. Office of the Provost notifies the dean of the Graduate School
4. dean of the Graduate School notifies the originator(s) of the proposal and reports the approval to the Graduate Council

(Approved by the Graduate Council 2/16/06)
APPENDIX I

General Proposal Format for
COMBINED DEGREE PROGRAMS

Combined

Combined degree programs are described in Section I-F-3. The proposal, prepared as described below, should be submitted to the dean of the Graduate School, with the signatures of the head(s) and academic dean(s) of the programs involved.

A. Title Page
   1. names of the multiple degree program
   2. name(s) of the department(s) and college/school(s) collaborating to offer the combined or dual degree
   3. proposed date of initiation

B. Signature Page (sample below)

C. Content

   1. Proposal Summary
   2. Degrees to be Conferred.
   3. Rationale and Need for the Combined or Dual-Degree -- Include a description of the impact and benefits of the proposed program and the relationships of the proposed program to the mission and scope of the campus, to already existing campus programs, and to human resource supply and demand.

   4. Objectives of the Combined or Dual-Degree Program

   5. Proposed Program Structure
      a. admission requirements and process
      b. degree requirements
      c. scope, size of the program
      d. administrative structure -- Include a description of the curriculum for the program, including plans of study for each of the separate programs, with specific notations of courses (numbers and titles) to be used to fulfill requirements for each program in the combined or dual-degree plan.

   6. Sustainability and Impact on the State and Region

   7. Staffing and Infrastructure -- Describe the resources over and above present levels required to initiate the program (space and other physical needs, faculty and staff, fiscal needs, other).

(Approved by the Graduate Council 2/16/06)
Combined Degree Program
Sample Signature Page

Degree Title:

Names of departments and colleges/schools offering the dual degree:

______________________________________________
Signature of Department Head
(Name of Department)

Date

______________________________________________
Signature of Academic Dean
(Name of College/School)

Date

______________________________________________
Signature of Department Head
(Name of Department)

Date

______________________________________________
Signature of Academic Dean
(Name of College/School)

Date

______________________________________________
Dean of the Graduate School

Date

______________________________________________
Provost

Date
APPENDIX J

Joint Ph.D. and Dual Master’s Degree Program

Proposal Flowchart and Format

Review/Approval Process:

I. Concept Paper (Maximum four pages)
   Addressed to the dean of The Graduate School from the head of the academic unit and endorsed by the academic dean.

   A. Content

   B. Concept paper should include a fully-executed agreement indicating a good faith intention to proceed, between Purdue University on behalf of the department and the partner institution in accordance with existing institutional protocols.

   C. A review committee appointed by the Graduate School makes recommendations to the Dean of the Graduate School.

   D. The Dean of the Graduate School consults with the Provost.

II. Proposal for Joint/Dual Degree Program
    Requested by the Dean of the Graduate School.

    Proposals should include:
    A. Cover Page
       1. Name of Purdue Department Submitting the Proposal (include College/School)
       2. Name of Proposed Partner Department/Institution
       3. Title of Proposed Joint/Dual Degree
       4. Anticipated Start Date
       5. Signatures of Department Heads, Deans of Colleges/Schools from both Departments/Institutions, with lines to include the date signed.
       6. Date
       7. Signature lines for the Dean of the Graduate School and for the Provost, with lines to include the dates signed.
    B. Abstract (1 page)
       1. Program Summary & Objectives
C. Program Justification, Curriculum, and Impact

1. Justification
   a. Market Analysis.
      This section should include an assessment of (a) Current and future demand for students completing the proposed discipline specific degree program; (b) Anticipated number of students completing the proposed joint degree/dual program annually; (c) Other institutions offering the same or similar degree program; (d) Unique features of the proposed joint/dual degree program; and (e) Alignment of the proposed joint/dual degree program with mission and strengths of Purdue University.
   b. Ranking and Reputation of Partner Institution/Department.
      Purdue departments/Schools should provide rankings (international and/or national) of the department and institution with which they seek to partner, and interpret what the rankings mean. The following rankings and reputational data will be considered and should be included: (a) international ranking, (b) ranking in geographical area of study, (c) ranking within country, and (d) reputation of the program within the discipline or field of study. Please list sources for all rankings and reputational data provided.
   c. Statements from both departments that their faculties endorse the proposal
   d. An explanation of any dissenting opinions among faculty

2. Proposed Curriculum for a Joint Ph.D. Degree Program
   a. Course work requirement for the program
   b. What fraction of the courses needs to be taken at each university?
   c. How much time will the student spend on each campus?
   d. The Plan of Study and Plan of Work must be agreed upon by the participating faculty at both institutions and the graduate student at the beginning of the student’s program. A written document should be signed by all parties involved, ensuring agreement on the research outlines/expectations and the timeline for completion of the degree. Programs should make sure there is a provision for modifications if needed.

Each student seeking a joint degree must develop a plan of study for coursework and a plan of work for research early in the program.

The plan of study must include:

i. A list of the courses to be taken from both institutions.
ii. A statement and explanation of how many courses will be taken from each institution. Both departments/schools must endorse this statement.

iii. All members of the Advisory Committee at both institutions must agree to the plan of study.

The plan of work must include:

iv. An explanation of the general direction of the graduate student’s research.

v. A general timetable of (a) when the student will complete the proposal for the research to be conducted; (b) when the student’s coursework is expected to be completed; (c) when the student will become a candidate; and (d) how often the committee will meet. An explanation of when the student becomes a candidate, as agreed upon by the two departments, should be included.

vi. An outline of the approvals needed from each institution.

3. Proposed Curriculum for a Dual Master’s Degree Program

a. Coursework requirements:
   A maximum of 12 credits may be counted toward both degrees with the remaining credits from the degree-granting institution. Current Purdue policy allows 9 hours from one Purdue degree to be counted on a plan of study for another Purdue University degree (Master’s).

b. What fraction of the courses needs to be taken at each university?

c. How much time will the student spend on each campus?

4. Impact of the Program
   Proposals should discuss the advantages and benefits of the joint/dual degree program to (a) students, (b) the institutions and departments, and (c) to the discipline/field of study.

D. Administration for a Joint Ph.D. Degree Program
   Proposals must include explanations of the following, all of which must be approved by both departments/schools:
   1. What the admissions procedures will be.
   2. How the departments will regulate the preliminary examination. The preliminary examination committee should have co-chairs, one from each partner institution. There should be equal representation of both departments/schools on the committee.
   3. How the dissertation defense committee will be constituted. The committee should have co-chairs, one from each partner institution. There should be equal representation of both departments/schools on the committee.
   4. How the process for the dissertation defense will be determined.
5. How the quality of the collaborative interaction between the student and relevant faculty in both departments will be monitored and ensured.

6. How the format of the dissertation will be determined.

7. How the two departments will deal with issues related to the Responsible Conduct of Research (i.e., IRB, copyright, plagiarism, etc.)

The dissertation must be written in English. If the joint degree institutions agree that the dissertation should be translated into another language to accompany the English version, specifics of this expectation should be clearly stated.

E. Administration for a Dual Master’s Degree Program

Proposals must include explanations of the following, all of which must be approved by both departments/schools:

1. What the admissions procedures will be.

2. How the quality of the collaborative interaction between the student and relevant faculty in both departments will be monitored and ensured.

3. How the two departments will deal with issues related to the Responsible Conduct of Research (i.e., IRB, copyright, plagiarism, etc.)

4. If a Master’s thesis is required, proposals must include explanations of the following, all of which must be approved by both departments/schools:
   a. How the format of the thesis will be determined.
   b. How the thesis defense committee will be constituted. The committee should have co-chairs, one from each partner institution. There should be equal representation of both departments/schools on the thesis committee.
   c. How the process for the thesis defense will be determined.

F. A Plan for Program Assessment

Joint degree programs must be assessed every five years. Proposers should include a description of how they will evaluate their joint/dual degree program.

G. A Plan for Program Sustainability

Joint/dual degree programs must be sustainable. Proposers should explain the institutional/departmental commitment to the program, and the institutional/departmental support for the program.

Proposers should detail the expenditures and revenues associated with the program and the expected enrollments short term and long term.

H. Background of Partner Institution

1. A description of the current degree requirements/procedures for the corresponding “stand-alone” degree at the partner institution (admission standards, coursework, qualifying/prelim/final exams, etc.)

2. A copy of the partner institution’s document describing objectives and requirements for joint and dual degree programs (if available)
3. CVs of representative faculty at the partner institution

I. With the assistance of International Programs, the Purdue University Graduate School, and Sponsored Program Services, attach a final approved draft of the Program Agreement between Purdue University on behalf of the department and the Partner Institution on behalf of its departments/schools. (See Attachment II)

Before a Joint/Dual Degree program can be implemented, its academic agreement will need to be reviewed and approved by other university offices. There may be additional contracts and agreements required before a given Joint/Dual Degree program can be implemented.