



## **Creating a Dual Degree program with a Foreign University**

### **I. Introduction:**

This document provides guidelines for the approval, modification, and review of dual degree programs. Colleges/Schools pursuing these programs need to consider carefully the strategic rationale for creating these programs as well as the benefits to Drexel University and the foreign institutions. These will need to be articulated in the process of gaining approval.

### **II. Definitions**

#### ***Dual Degree Programs***

*Key characteristic:* Involves the articulation of existing degrees from two or more different institutions. Each institution only awards its own degree.

Usually, in a dual degree program, a student earns two degrees, one from each of two participating institutions. Each institution is primarily responsible for its own degree.

Curriculum of the dual degree program may be under the direction of a joint program faculty, with equal representation from each participating institution, or curriculum may be the separate responsibility of each institution.

*Approval:* Requires institutional approval.

*Accreditation considerations:* Dual degree programs are not usually a major concern of the state or accrediting agencies.

### **III. Process to create a dual degree with a foreign institution**

There are three steps in the process to create a dual degree program with a foreign institution. These are outlined in detail on the attached flowchart. It is anticipated that it could take from six to nine months to complete this process.

#### ***Step 1: Letter of Cooperation (LOC)***

The Letter of Cooperation creates an informal agreement between the universities to develop an academic program together. A sample LOC designed for the purpose of

creating a dual degree with a foreign university is available on the Office of International Programs website (<http://www.drexel.edu/international>) The LOC ensures that departments have obtained sufficient university authorization to move ahead with the significant conversations needed to map out the details of these programs and gain approvals required prior to finalizing the agreement. In order to be approved and signed, the LOC should have an attached statement describing the rationale for developing this program and outlining the benefits of the cooperative program both for Drexel and the foreign institution(s).

### *Step 2: Academic Program Development*

The academic elements necessary to create the program need to be outlined and agreed to by both institutions. Among the program elements that must be included for approval are the following:

#### A. Program Goal/ Expected Outcomes/ Role Expectations of Graduates

#### B. Program Requirements:

- Curricular design of the program
- Credit hour requirements
- Credit hour requirements for each institution
- Transfer hours allowable by each institution
- Admission requirements
- Detailed breakdown of credit requirements to include allowable independent study, research and classroom hours
- Options for physical institution location
- Residency requirements
- On-site requirements for each institution
- Cohort group design
- Language training/ support if necessary

#### C. Academic Standing:

- Grade Point Ratio requirements
- Verification process for program completion
- Program time limits and consequences for failure to comply

#### D. Administrative Arrangements:

- Registration logistics at one or both institutions
- Advisory board design and authority
- Single program director or coordinator from each institution
- Requirements for program faculty
- Joint faculty appointment possibilities
- Graduate advisory committees; if graduate program
- Graduate faculty status; if graduate program
- Approval process for program modifications

- Records maintenance for program participants
- General administrative support details to include admission services, registration, student financial aid, academic advising, laboratory and equipment support, library and media resources, pre-departure/ orientation programming
- Involvement requirements for each institution's faculty and administrators regarding the curriculum process and curriculum committee
- Possible delivery methods for each institution's requirements
- Technology requirements for distance or remote teaching
- Separate financial or administrative arrangements due to special circumstances

E. Responsibility Sharing:

- Financial burdens for each institution to include marketing, administrative costs, technology, etc
- Subvention considerations for each participating institution
- Program publication responsibilities for each institution

F. Program Assessment:

- Evaluation process and timeline for program evaluation

**The department/college proposing the dual degree should develop this document.**

*Step 3: Development of Memorandum of Understanding and Supplement*

This is the final step in the process and requires a formal MOU and a special MOU supplement designed for a dual degree program. There is a special template for the MOU and Supplement for establishing a dual degree program available on the OIP website. In the final MOU package, the document created in Step 2 will become an addendum to the MOU and Supplement.

The MOU is routed for approval in the same way as any other MOU together with the OIP Internal Routing Form for International Cooperative Agreements.

**IV. Necessary Steps to Obtain Approval**

Step 1: Create the Letter of Cooperation (LOC)

Step 2: Develop the Academic Program

Step 3: Create MOU and Supplement