MEMORANDUM

TO: Academic Deans and Directors

FROM: Reed Dasenbrock
       Vice Chancellor for Academic Affairs

SUBJECT: Academic Policies Website and Dual Degree Program Policy

As recommended by the WASC EER Team, we have placed all academic policies in one place on an academic policies website. The url for the site is: www.manoa.hawaii.edu/ovcaa/policies/

A new academic affairs policy (M5.113) on dual degree programs has been added to the website. The policy was developed in response to a new WASC dual degree policy that was approved by the WASC Commission in June 2011. In accordance with the new WASC policy, all new dual degree programs will require WASC Substantive Change approval prior to program implementation.

The policy was reviewed with the Mānoa Faculty Senate Executive Committee on September 16, 2013. A copy of M5.113 is attached for your information and dissemination. Additional copies may be downloaded from the OVCAA policy website.

Please disseminate this information as appropriate.

Attachment

c: Vice Chancellor Cutshaw
   Vice Chancellor Hernandez
   Vice Chancellor Taylor
M5.113 DUAL DEGREES POLICY AND PROCEDURES

Definition:

A dual degree program is defined as a program of study offered collaboratively by two institutions (UHM and an external institution) that leads to the award of a separate degree from each of the participating institutions. Most dual degree programs must receive approval from WASC prior to the start of the program. Dual degrees with a partner institution that is accredited by WASC or another USDOE-approved accrediting agency are exempt from the WASC approval process only if both institutions are approved by their respective accrediting agencies to offer programs at the level at which the new degree program will be offered. This policy does not apply to dual degree programs involving two UHM programs of study.

Residency Requirements and Award of Credit:

In dual degree programs, WASC requires that at least half of the credit towards the degree awarded by UH Mānoa must be earned in courses offered by UHM and taught by UHM faculty. Dual degrees cannot be awarded for substantially the same body of work (meaning two degrees for completion of what would normally be the course of study for one degree). The dual degree program must be sufficiently extensive, unique in design, and must exceed the amount of academic work typically required for a single degree.

In dual degrees, no more than 25% of the credits being offered at the upper-division level of undergraduate degrees or at the graduate level may be double-counted or overlap.

UHM degree residency requirements must be fulfilled unless otherwise specified in the MOU.

Dual Degree Agreements (MOUs):

Dual degree agreements (MOUs) should include the following:
  • Description of the dual degree program.
• Intended audience, expected numbers of students, and admissions criteria.
• Required course of study for the program, identifying the courses that will be offered by each institution and any program requirements that are outside of the curriculum.
• Admissions criteria, identifying who will review applications and make the admission decisions.
• Description of resources and support for the program, including arrangements regarding student housing.
• Public disclosure statement: When the partnering institution is not accredited by WASC, both institutions will make clear in all written communications with students and the public that UHM's accreditation by WASC does not extend to the partner institution. The following disclaimer must be used: "The University of Hawai'i at Mānoa is accredited by the WASC Senior College and University Commission. [Name of partner institution] is [accredited or approved] by [the name of the agency]."

Visiting Graduate Student and Student Exchange Agreements

Student exchange agreements may extend visiting student status to participants. These students undertake a prescribed course of study at UHM without seeking a degree, therefore, no dual degree agreement is required to obtain this status. To host a visiting graduate student, the student submits a completed Visiting Graduate Student Admissions Application to the Office of Graduate Education, Graduate Student Services (http://manoa.hawaii.edu/graduate/content/visiting-students).

Relationship with Partner Institution(s):

Dual degrees may be offered by WASC-accredited institutions with many kinds of institutions. These include other WASC-accredited institutions, other regionally accredited institutions, other educational institutions with national or specialized accreditation that is recognized by the United States Department of Education, or educational institutions in another county. Dual degrees with unaccredited entities in the U.S. are not allowed under WASC policy.

The agreement must insure that UHM has sufficient authority over the program in keeping with sound educational practices and the WASC Standards of Accreditation.

Partner institutions in another country must be appropriately licensed, approved, or otherwise recognized by an appropriate governmental or government-approved entity in the country where the coursework is being offered. Institutions must exercise due diligence in investigating potential partner institutions to assure themselves of the quality of their offerings and the integrity of their operations.
Approval Process:

- Preliminary discussions with the Vice Chancellor for Academic Affairs and Dean of the Graduate Division, for graduate programs, for suitability of partner institution and conformity with UHM strategic vision.

- Proposal prepared by program, in conjunction with partner institution; program chair submits proposal to the department and to the dean for review. (See attached proposal template.)

- After approval by school/college faculty and dean, the dean submits the proposal and draft MOU to the OVCAA for review. For graduate programs, the OVCAA will send the documents to the Graduate Division for review.

- Upon approval by the OVCAA, the VCAA submits the proposal and MOU to the Chancellor for review and approval.

- Upon approval by the Chancellor, the Chancellor returns the approved proposal to the OVCAA, and the OVCAA submits the proposal to WASC, if required, for the appropriate substantive change review. Dual degree programs must receive approval from WASC PRIOR to the start of the program.
UH Mānoa  
Dual Degree Proposal Template

Name of Partner Institution(s): ______________________________

Home Institution: UH Mānoa

Name of degree granted: ______________________________________

Degree level (Bachelor's, Master's, Doctorate): ____________________

Total Number of Units Required to Complete Degree (for undergraduate programs, include upper division credit hours in the major only): _________________________

Year program was implemented at UH Mānoa: ______________________

Number of students currently enrolled in UH Mānoa program: _________

Number of graduates in each of the last five years: __________________

Dual Degree Program

Number of units earned at UHM: _________________________________

Percentage of total units required: _________________________________

Number of units towards UHM degree earned at the partner institution(s): _________

Percentage of total units required: _________________________________

Number of students projected to enroll in this dual degree program: __________

Partner Institution(s)

Name of degree granted: _______________________________________

Degree level (Bachelor's, Master's, Doctorate): _____________________

Is the institution accredited by a U.S. Department of Education-recognized accrediting agency?

Yes       No
If yes, list the agency: ________________________________

Is the institution located outside of the United States? Yes No

If yes, in what city and county is the institution located: ________________________________

Attach evidence that any necessary governmental licensure or approvals required to operate in the host country have been attained.

DUAL DEGREE PROPOSAL

I. OVERVIEW
Describe the philosophy/purpose of the program (the dual degree program is designed to . . .).

Describe the partner institution (enrollment, programs, faculty, etc.). How has the comparability of the quality and academic standards of the degree programs been determined?

Discuss how the dual degree program is aligned with the mission and educational objectives of the campus and college.

II. NEED FOR DUAL DEGREE PROGRAM
Specify what need(s), opportunities, or audiences exist to justify a collaborative degree program.

Describe areas of productive overlap or plans to collaborate across units, if appropriate.

Describe the distinctive competency of the UHM program and campus for offering this program.

Describe the distinctive competence of the partner institution for offering this program.

Provide an estimate of how many students are expected to participate in the program in its early years and in its steady state. Describe what efforts have been made to determine if there is a demand for such a program.

III. PROGRAM REQUIREMENTS
Briefly explain how credits are earned for the degrees. How many courses do students typically take from each institution, and in what order? Are students enrolled in both institutions simultaneously, or do they take courses at one institution and then the other? Note: Dual degree programs must be sufficiently extensive, and unique in design, and must exceed the amount of academic work typically required for a single degree.
Describe any credits that will be granted towards UHM degrees as a result of study at the partner institution.

Specify if the program allows students to pursue additional programs (second degrees, minors, second majors, etc.) at either the partner institution or UHM.

How have courses taken at the partner institution been evaluated for acceptance of transfer credit? Describe the procedures for credit transfer evaluation, including the procedure by which foreign credits will be converted to UHM credits.

Discuss whether the program will require the creation of new courses or rely on existing courses and whether any program components are off-campus or include online education.

Describe any additional requirements outside of the curriculum for the degree program (at either the partner institution or UHM).

Describe the timeline for coursework and other requirements.

IV. SELECTION OF CANDIDATES AND ADMISSION CRITERIA
Discuss the admissions criteria for the dual degree programs. How does this differ from admissions criteria for the "regular" program?

Identify who will review applications and make admission decisions, both for students admitted to the program through UHM and those admitted through the partner institution.

V. RESOURCES AND SUPPORT
Describe how this new program will draw on existing faculty and resources or will provide new resources. Will this degree have an effect on other units in the university?

List core faculty who will oversee the program.

How will advising, mentoring, and support of students in the program be handled? In particular, how will continuity of advising, mentoring, and support be maintained between the institutions?

Will this new program require additional resources? If so, who will provide them?

How will tuition and financial aid be addressed during the period that a participating student is (a) in residence at UHM and (b) in residence at the partner institution.

How will housing be handled for students in residence at UHM and abroad?
VI. PROGRAM ADMINISTRATION
What department/program will administer the program at UHM and at the partner institution?

Identify the Program Director or Coordinator at each institution.

Describe the process for evaluation of student performance, including any joint evaluation for performance while not in residence at UHM.

VII. EVALUATION OF THE PROGRAM
Describe how the program satisfies the regulatory requirements applicable to the foreign institutions.

Describe how and how often program evaluation will be conducted.