

UNC CHARLOTTE ACADEMIC PROCEDURE: EXTERNAL DUAL DEGREE AND JOINT DEGREE ESTABLISHMENT

I. EXECUTIVE SUMMARY

These procedures serve to ensure the integrity of the curriculum as set forth by the faculty through a formal process for the creation and awarding of dual degrees and joint degrees (including certificates) between the University of North Carolina at Charlotte and other institutions.

II. PROCEDURE STATEMENT

The establishment of any dual or joint degree between UNC Charlotte and another institution must include an Approval to Offer Dual or Joint Degree Partnership form and follow the process outlined below. No advertising or recruiting associated with the dual/joint degree program should occur until the dual/joint degree is approved on campus and by the University of North Carolina System Office, as needed. Formal written acceptance from SACSCOC is required before implementation of the program.

The parties shall engage in a comprehensive review of the agreement at least once every three years, with the first three year period commencing on the effective date of this agreement.

Students participating in a coordinated dual/joint degree program will be subject to all applicable UNC Charlotte policies and regulations.

Dual Degree Programs

For the purposes of this procedure, a dual degree program is a formal agreement for a program collaboratively offered by UNC Charlotte and one (or more) higher education institutions leading to the award of a UNC Charlotte degree and one or more degrees

issued separately by each of the institutions involved in the program. Students are admitted to both institutions and to both degree programs, and must complete the requirements for an existing degree at UNC Charlotte.

Dual degree programs may count some course work for each degree; however the requirements for each of the two degrees must be substantially equivalent to the requirements for a student taking only one of the degrees. For graduate programs, one-third of the credits must be taken at UNC Charlotte; for undergraduate programs, 25% of credits must be taken at UNC Charlotte.

Joint Degree Programs

For the purposes of this procedure, a joint degree program is a formal agreement for a program collaboratively offered by UNC Charlotte and one (or more) higher education institutions leading to the award of a single joint degree. Joint degrees offered by two or more UNC constituent institutions or by a UNC institution and non-UNC educational institution must be approved through the regular institutional processes and have approval of the chancellor of each participating UNC institution before submission to the UNC System Office for review and presentation to the BOG for approval.

Process for Proposing a Dual or Joint Degree

1. Complete the [Approval to Offer Dual or Joint Degree Partnership form](#)
2. Seek approval through on-campus course and curriculum review procedures:
 - For Joint Degrees: Follow [Campus Procedures for Review and Approval to Plan and Establish Programs](#)
 - For Dual Degrees: Complete and Launch New Program (for Dual Degrees) within [Curriculog](#)
3. Prepare a draft SACSCOC notification memo and/or prospectus six months prior to implementation in consultation with SACSCOC liaison (as needed)
4. Upon UNC System Office approval, send final, signed copies of the Memorandum of Agreement and any corresponding SACSCOC documentation to the Office of Academic Affairs, Office of Assessment and Accreditation, and Office of the Registrar

III. DEFINITIONS

- **Dual/joint degree** – Involves a student’s working for two different University degrees in parallel, either at the same institution or at different institutions (sometimes in different countries), completing them in less time than it would take to earn them separately. The two degrees might be in the same subject area (especially when the course is split between countries), or in two different subjects.

IV. PROCEDURE CONTACT(S)

- **Authority:** [Office of the Provost and Vice Chancellor for Academic Affairs](#)
- **Responsible Office:** [Office of the Provost and Vice Chancellor for Academic Affairs](#)

V. HISTORY

- **Established:** June 11, 2014
- **Revised:** March 29, 2019 [Memorandum of Agreement form changed to Approval to Offer Dual or Joint Degree Partnership form]
- **Revised:** May 7, 2019 [Updated process to include Curriculog]

VI. RELATED POLICIES, PROCEDURES, AND RESOURCES

- [UNC Policy Manual: Regulations for Academic Program Planning and Evaluation](#)
- [UNC Charlotte Procedures for Planning and Establishing New Degree Programs](#)
- [Course and Curriculum Procedures and Forms](#)
- [Curriculog](#)
- [UNC Related Policy on Dual Degrees and Joint Degrees](#)
- [University Policy 208, Substantive Change Compliance](#)

VII. FREQUENTLY ASKED QUESTIONS

- **Where is this procedure referenced?**
The procedure is published on the Academic Policies & Procedures webpage of the [Provost website](#).

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