



OHSU POLICY MANUAL

Policy Number: 02-50-055

Policy Title: ENROLLMENT OF STUDENTS IN MULTIPLE DEGREE/CERTIFICATE OFFERINGS

Effective Date: July 17,2018

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1. Policy Statement

The purpose of this policy is to establish a framework for the development and implementation of approved enrollment by students in multiple Degree/Certificate offerings at OHSU. A school or college seeking to establish Dual Degree/Certificate offerings shall consult the Provost. These Dual Degree/Certificate offerings will require review and approval consistent with Policy 02-50-010, Proposing Curricular Changes. Once the offering has been approved at all required levels, a Memorandum of Understanding may be required to document the implementation and execution of the Dual Degree/Certificate offering. Students wishing to enroll in Concurrent Degrees/Certificates must obtain approval from the Office of the Provost prior to commencing enrollment.

2. Definitions

- A. **Degree.** An academic title conferred by a university to a student who has successfully completed a specified instructional program of study. OHSU awards associate degrees, bachelor degrees, master's degrees and doctoral degrees.
- B. **Certificate.** An academic award, distinct from a degree, certifying the satisfactory completion of an academic instructional program or course of study. OHSU awards post-baccalaureate certificates, post-master's certificates and post-doctoral certificates. Under the discretion of the Registrar, required units can be a subset of courses required for a graduate degree.
- C. **Dual Degree/Certificate.** The simultaneous pursuit of two separate Degrees/Certificates through completion of a NWCCU approved specified curriculum that results in the awarding of two Degrees/Certificates. A Dual Degree/Certificate integrates two academic fields through a coordinated program of study and which may allow for some credits to be applied to completion requirements for both Degrees/Certificates. Each Degree/Certificate is conferred separately upon completion of the requirements for that Degree/Certificate. A dual Degree/Certificate is not a double major, track or concentration within a given Degree/Certificate.
- D. **Concurrent Degrees/Certificates.** A student elects to pursue multiple Degrees/Certificates simultaneously, yet is considered to be pursuing each Degree/Certificate independently. Students must complete all Degree/Certificate

requirements for each Degree/Certificate. Each Degree/Certificate is conferred separately upon completion of the requirements for that Degree/Certificate.

- E. **Sequential Degrees/Certificate.** A student elects to pursue multiple Degrees/Certificates in succession. Each Degree/Certificate is pursued independently and students must complete all Degree/Certificate requirements for each Degree/Certificate. Each Degree/Certificate is conferred sequentially upon completion of the requirements for that Degree/Certificate.

3. **Responsibilities**

- A. The school or college is responsible for the management of the review process required for proposals for new academic programs, including but not limited to Dual Degrees/Certificate, or curricular changes consistent with Policy 02-50-010, Proposing Curriculum Changes. If a Dual Degree/Certificate is comprised of academic programs from different schools, the Dual Degree/Certificate offering must be approved by both schools. The Dean(s) will notify the Provost early in its deliberations and prior to the submission of Category I or II proposals.
- B. It is the responsibility of the Office of the Provost to approve all student requests for Concurrent Degrees/Certificates and to approve new admissions pathways for sequential offerings.
- C. The Office of the Registrar is responsible for ensuring all degree or certificate requirements have been met prior to the awarding the degree or certificate and that the name(s) of the Degrees/Certificates are reflected accurately on the official transcripts and records.

4. **Procedures**

The Office of the Provost and University Registrar will establish procedures pursuant to this policy.

Implementation Date: July 17, 2018

Revision History: N/A

Related Policies and Procedures: Policy 02-50-010, Proposing Curricular Changes; Policy 02-50-020, Marketing Proposed Academic Programs; Policy 02-70-035, Degree/Certificate Standards.

Responsible Office: Office of the Provost

Key Words: Academic programs, joint programs, substantive change, Category I, Category II transcripts, dual degrees, joint degrees, concurrent degrees