



**Procedure Title:** Enrollment of Students in Multiple Degree/Certificate Offerings

**Related Policy Number:** 02-50-055

**Applies to:** Academic Programs, Schools/Colleges, Students, Office of the Provost

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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 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. **Criteria for Degree/Certificate Offerings**

A. **Dual Degree/Certificate**

- 1) Justification for developing a Dual Degree/Certificate pathway must be supported by the profession and mission of OHSU.
- 2) New Dual Degrees/Certificates require the completion of a Category I, New Program Proposal.
- 3) Intentional student support services must be provided by program faculty and/or staff.
- 4) A Dual Degree/Certificate may require students to complete one application. Students electing to pursue a Dual Degree/Certificate must complete the admissions process as determined by the academic programs. The program shall establish deadlines by which they will accept student applications into the dual degree/certificate program.
- 5) A Dual Degree/Certificate may require a unique financial structure.
- 6) A Dual Degree/Certificate may require a unique tuition structure.
- 7) Financial aid will be awarded to one program at a time and the tuition allocation model will be applied to all courses taken outside of the program.
- 8) Students wishing to discontinue one of the Degrees/Certificates in the Dual Degree/Certificate offering may do so without impacting their standing in the second degree.
- 9) Each Degree/Certificate shall be awarded separately upon completion of the requirements for each degree or certificate.

**B. Concurrent Degree/Certificate**

- 1) Students wishing to pursue Concurrent Degrees/Certificates must complete separate admissions applications for each program and must notify each academic program of the intent to pursue multiple Degrees/Certificates concurrently.
- 2) The Office of the Provost must approve the student's request to pursue Concurrent Degrees/Certificates.
- 3) Students wishing to pursue a Concurrent Degree/Certificate must declare prior to the beginning of the academic year what program they intend to be in each term, and must be enrolled in a minimum of 5 credits in that Degree/Certificate program per term for financial aid and enrollment reporting purposes.
- 4) Students will be charged the same tuition rate for all credits registered for in a given term. The tuition rate is based on the Degree/Certificate the student declares as required under B.3. of this section. Student financial aid will be awarded to one program at a time per term, and the tuition allocation model will be applied to all courses taken outside of the program.
- 5) The Degree/Certificate requirements for each academic program the student is admitted into shall not change.
- 6) Each Degree/Certificate shall be awarded separately upon completion of the program.

**C. Sequential Degree/Certificate**

- 1) Students wishing to pursue Sequential Degrees/Certificates must complete all required admissions applications and meet admissions standards for each program.
- 2) The Degree/Certificate requirements for each program the student is admitted into do not change.
- 3) The tuition is charged separately for each program.
- 4) Each degree shall be awarded separately upon completion of the Degree/Certificate requirements.

**3. Responsibilities**

**A. Students**

- 1) **Student Handbook.** Students that have matriculated into academic programs must adhere to the guidelines, policies and procedures outlined in the program specific handbook. For students seeking more than one Degree/Certificate through the use of dual and concurrent

offerings, it is their responsibility to adhere to the standards set forth in both degree-specific student handbooks.

- 2) **Notification of Concurrent Degrees/Certificates.** Students seeking Concurrent Degrees/Certificates have the responsibility to notify both academic programs of their intent to matriculate. Students also must request approval from the Office of the Provost prior to enrolling in Concurrent Degrees/Certificates.
- 3) **Conduct/Discipline.** Students are subject to the rules, policies and procedures of the student handbook for the program the student is primarily enrolled in a given term.
- 4) **Leave of Absence and Withdrawal.** Students seeking a leave of absence (LOA) from the university or a withdrawal from term enrollment or total withdrawal from one or more academic programs must follow [OHSU Policy 02-70-030, Voluntary Leave of Absence & Withdrawal](#). Students in a dual or concurrent Degree/Certificate may elect to withdraw from an academic program and continue in other academic programs the student has been admitted into.

**B. Academic Programs**

Prior to allowing a student to undertake Concurrent Degrees/Certificates, both academic programs need to agree that student matriculation into both programs is achievable by the student. If the academic programs agree that student participation in Concurrent Degrees/Certificates is achievable, they will notify the Office of the Provost for final review and approval or denial of student requests.

**C. Office of the Provost**

- 1) The Office of the Provost shall review and approve or deny all requests made by students for Concurrent Degrees/Certificates.
- 2) It is the responsibility of the Office of the Provost to review and endorse the development of a Category I, New Program Proposal for new dual degree concepts.

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**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