

DATE: February 8, 2019

TO: Senate

FROM: Dr. Jerry Tomberlin, Interim Provost and Vice-President (Academic), Chair, Senate Academic Program Committee

RE: Undergraduate Dual Degree Policy



Please find attached the Undergraduate Dual Degree Policy.

Background

The Undergraduate Dual Degree Policy has been created in order to allow for the completion of dual degrees at the undergraduate level and to facilitate the development of these programs between institutions. The policy was modelled after the Graduate Dual Degree Policy, which was previously approved and implemented. The policy has been reviewed by SCCASP to allow review by Admissions and the Registrar's Office.

SAPC Motion: February 7, 2019

THAT SAPC recommends to Senate the approval of the Undergraduate Dual Degree Policy as presented.

SENATE Motion: February 15, 2019

THAT Senate approve the Undergraduate Dual Degree Policy as presented.

Policy Name:	Carleton University Dual Undergraduate Degree Policy
Originating/Responsible Department:	Office of the Provost and Vice-President (Academic)
Approval Authority:	Senate
Date of Original Policy:	February 15, 2019
Last Updated:	
Mandatory Revision Date:	Five Years from Last Update
Contact:	Provost and Vice-President (Academic)

What is a Dual Degree?

The Dual Degree refers to a bilateral co-enrolment agreement between two university institutions that enables a student to simultaneously complete an Undergraduate program at both institutions. A Dual Degree Agreement between the partner institutions defines an academic pathway (Dual Degree Pathway) for a student to complete the program requirements and fulfil the learning outcomes of both programs.

Since Dual Degree Agreements apply to existing programs that have already been approved within their respective quality assurance jurisdictions, there is no need for a separate program appraisal or review process.

Eligibility and Establishment

Any degree program at Carleton University can propose a Dual Degree Pathway. In order to do so, a Dual Degree Agreement must be established between Carleton University and the partner institution. A proposal must be submitted by the program according to the Actions for Academic Programs to Establish a Dual Degree Pathway section below. Any full-time student in good standing in the degree program is eligible to apply to the Dual Degree Pathway.

Language of Instruction

The student must be able to meet the language proficiency requirement of both institutions.

Fulfilling Program Requirements

Students participating in a Dual Degree Pathway must fulfill the program requirements at both institutions. This will occur through a transfer of credit, according to the guidelines outlined in the Dual Degree Agreement between the institutions, where courses taken at one institution can be applied to the partner institution (and vice-versa) in a manner where the requirements of both institutions can be met within the program's normal time to completion. The students are subject to the rules and regulations at both institutions.

For all completion options at least 50% of the coursework credit requirements of the Carleton University program must be fulfilled at Carleton University.

Application

The steps required for application to the Dual-Degree program will be specified in the Dual Degree Agreement. More specifically, at their home institution, students complete the Dual Degree Application Form to apply for study abroad at the partner institution.

Conferring of Degrees

Upon completion of the appropriate requirements, students will receive a diploma from each institution, each diploma carrying a notation to the effect that the degree was obtained through a Dual Degree Agreement. In addition, a notation will be made on a student's transcript that indicates they have participated in a Dual Degree Agreement between the two institutions.

Registration, Fee Structure and Funding Arrangements

Students participating in a Dual Degree Pathway are considered full-time students in both institutions. For each student, one institution serves as the "home" institution and the other as the "host" institution. Students will only pay tuition fees to their home institution and will not be required to make such payments to the host institution; however, students will pay to the host institution any incidental fees that are customarily charged while at the host institution, as specified in Article 1 of the Dual Degree Agreement. The Dual Degree Agreement will normally require that each institution serve as the home institution for approximately half the number of students that are participating in the Dual Degree Pathway and may limit the number of students that can participate in the Dual Degree Pathway.

The Dual Degree Agreement outlines the normal academic pathway and study schedule for students participating in the Dual Degree Pathway. Normally, the duration of residency is approximately equal at each institution. Terms of non-registration are equated to full-time registration terms when calculating the overall time to program completion.

Travel, applicable immigration fees, accommodation, health care, and other living expenses will be the responsibility of the student.

Students whose home institution is Carleton University will retain all internal and external scholarships and endowed awards, subject to the conditions of such awards; the students will need to be aware of these conditions prior to engaging in a Dual Degree Pathway.

Other Administrative Arrangements

Health insurance coverage

International students enrolled in the Dual Degree Program will be required to enroll, within 30 days of arrival, in the University Health Insurance Plan (UHIP) at their own expense to ensure adequate healthcare insurance while in Canada. Information can be obtained through the UHIP web site at www.uhip.ca or by contacting the International Student Services Office (ISSO). Likewise, Carleton University students travelling abroad will be required to obtain adequate health insurance coverage as required by the partner institution.

Liability of the parties

Each institution shall be responsible for any liability arising from any and all activities of the student while attending their institution.

Intellectual Property

Should any collaboration result in the potential for intellectual property development, the parties shall immediately meet through designated representatives and seek an equitable and fair understanding as to ownership and other property interests that may arise. Any such discussions shall at all times strive to preserve a harmonious and continuing relationship between the parties and the institutions.

Academic Integrity

All students participating in Dual Degree Pathway must follow the rules and regulations, including those relating to research ethics, of both institutions. Carleton University is committed to ensuring that all students conduct themselves in a manner consistent with the Carleton University Academic Integrity Policy. Recognizing that regulations and practices relating to academic integrity and intellectual property, as well as the culture related to their enforcement, vary substantially from place to place, all students are required to review, comprehend and adhere to the Carleton University Academic Integrity Policy upon commencing a Dual Degree Pathway.

In the event of contradictory regulations between institutions, the Deans of the host and home programs (or equivalents) shall determine a collective solution.

Actions for Academic Programs to Establish a Dual Degree Pathway

A Dual Degree Agreement may be established at Carleton University for an undergraduate program under the following circumstances:

- support of relevant units associated with the program;
- appropriate support from the partner institution.

A proposal must be submitted by the line Dean to the Office of the Provost and Vice President (Academic) at Carleton University where agreement in principle will be given. A copy of the proposal will be provided to the relevant line Dean(s) for appropriate input and consultation. It is expected that partner institutions will have a policy consistent with Carleton University's Dual Degree Policy, requiring the same Dual Degree Agreement Form.

The Dual Degree proposal includes:

- the value added to the program;
- admission criteria and process for the Dual Degree Pathway;
- language of study;
- Dual Degree Agreement Form (Appendix A).

The Dual Degree Agreement will be finalized with official signing of the Dual Degree Agreement. Signatures from the following individuals must be included:

- the Provost and Vice President (Academic) at Carleton;
- the appropriate counterpart at the participating institution;
- the relevant line Faculty Dean(s);
- the head of the relevant academic units;
- any additional signatures as required by the partner institution.

If a modification is necessary in the Carleton program to facilitate the Dual Degree Pathway, then the program modification should follow the Carleton Institutional Quality Assurance Process

Actions for Academic Program to Admit Students in a Dual Degree Pathway

Students participating in the Dual Degree Pathway must be admitted to the program at both partner institutions, adhering to the normal program admissions criteria. In addition, students will require written approval from the programs as stipulated in the Dual Degree Agreement.

Related Policies

- Transfer/Advanced Standings Credit
 - <https://admissions.carleton.ca/apply/transfer-credit/transferadvanced-standing-credit-canadian-university/>
- Senate Medals
 - https://carleton.ca/senate/wp-content/uploads/Medals_Policy_May_2018.pdf
- Scholarships
 - <https://carleton.ca/awards/scholarships/>

DUAL DEGREE AGREEMENT
FOR THE [PROGRAM]
BETWEEN
CARLETON UNIVERSITY (Ottawa, Canada)
AND
_____ (_____,_____)

1. **Preamble:** In accordance with Carleton University's Dual Degree Policy and **[policy/bylaw of partner institution]**, the present agreement is made between:

Carleton University, 1125 Colonel By Drive, Ottawa, Ontario, K1S 5B6, Canada, represented by the Provost and Vice-President (Academic),

and

[partner institution's name and address], represented by the President or delegate, **[name]**,

in order to establish a Dual Degree Pathway under the following terms and conditions

for **[program name(s)]**,

whereby both institutions recognize the validity of the Dual Degree Pathway established and that of the resulting degrees.

2. **Administrative Details**

Article 1 – Registration, Fees and Duration

At **Carleton University** students will be registered in the **[specific program and completion options]**. At **[partner institution]** students will be registered in **[specific program and completion options]**.

The expected duration of the program is four years. The duration of residency at each partner institution is a minimum study period of four full-time terms.

Students participating in a Dual Degree Pathway are admitted as full-time students in both institutions. For each student, one institution serves as the “home” institution and the other as the “host” institution. Students will only pay tuition fees to their “home” institution and will not be required to make such payments to the “host” institution. Students are required to pay any incidental fees during their tenure at the home or host institution.

At **Carleton University** incidental fees include UHIP and U-Pass fees. At **[partner institution]** incidental fees include **[specific program and completion options]**.

Article 2 – Academic Pathway and Study Schedule

Study Periods:

1. **Fall term** = September - December; **Winter term** = January - April; **Summer term** = May-August.
2. The minimum residency in each institution is four full terms.

The student’s normal academic pathway and student schedule at each institution is as follows:
Home: Carleton University

	Activities	Residency
	[courses, etc.]	[Carleton University or partner institution]

Host: Carleton University

	Activities	Residency
	[courses, etc.]	[Carleton University or partner institution]

Notes (transfers of credits, etc.)

N.B.: Completion of the above activities will satisfy the degree requirements at each institution. Fulfillment of specific residency requirements may be accommodated by shifting modes (i.e., 1.5 years at home, 2 years at host, 0.5 years at home).

Article 3 - Issuing of Diplomas

Upon a successful audit review, **Carleton University** agrees to confer the title of “[degree title]” to the student and to issue the corresponding degree,

and

[partner institution] agrees to confer the title of “[degree title]” to the student and to issue the corresponding degree.

The wording of each parchment will mention the partner institution and the Dual Undergraduate Degree mode of study.

Article 4 - Admission of Students into a Dual Degree Pathway

Each institution will serve as the home institution for approximately half the number of students who are participating in the Dual Degree Pathway. **[If applicable: The number of participating students in any year for each institution shall not exceed ____ .]**

Admissions to a Dual Degree Pathway will adhere to the normal program admission criteria of both institutions.

Students will be required to submit information regarding health coverage and legal liability; Adequate coverage is ensured at each institution as follows;

At Carleton University the student is covered by **[UHIP, OHIP, etc.]**

At **[partner institution]** the student is covered by **[UHIP, OHIP, etc.]**

Additional notes (if necessary)

And any additional matters.

Each institution shall be responsible for any liability arising from any and all activities of the student while attending their institution.

Article 5 – Duration of Agreement and Termination

This Agreement will be in effect for five years from the date duly signed by the parties. The Agreement can, however, be terminated by either party at any time subject to twelve months

prior written notification to the other party. Students participating in the Dual Degree Pathway at that time will be allowed to complete the requirements of the programs.

Article 6 – Language of Study

At [partner institution] the language of study is [].

SIGNATURES

One copy of the Agreement in electronic form is required with all the signatures.

CARLETON UNIVERSITY	[partner institution]
<p>(Program Coordinator Signature)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>	<p>(Program Coordinator Signature)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>
<p>(Dean of [Faculty] Signature)</p> <p>-----</p> <p>Name:</p> <p>Title: Dean, [Faculty]</p> <p>Dated:</p>	<p>(Signature of appropriate counterpart at partner institution)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>
<p>(Provost and Vice-President (Academic))</p> <p>-----</p> <p>Name:</p> <p>Title: Provost and Vice President (Academic)</p> <p>Dated:</p>	<p>(Signature of appropriate counterpart at partner institution)</p> <p>-----</p> <p>Name:</p> <p>Title:</p> <p>Dated:</p>

Date Submitted: 01/31/19 3:41 pm

Viewing: **R-UG-5.2 : R-UG-5.2-Transfer of Credit Subsequent to Admission**

Last approved: 05/25/16 2:20 pm

Last edit: 01/31/19 3:41 pm

Last modified by: dottynwakanma

Changes proposed by: dottynwakanma

In Workflow

1. **REGS RO UG Review**
2. PRE SCCASP
3. SCCASP
4. Senate
5. CalEditor

Approval Path

1. 01/31/19 3:39 pm
Dotty Nwakanma
(dottynwakanma):
Rollback to Initiator

History

1. Sep 24, 2015 by Sandra Bauer (sandrabauer)
2. Jan 13, 2016 by lisaralph
3. May 25, 2016 by Sandra Bauer (sandrabauer)

Calendar Pages Using this Program [Admission and Residency Regulations](#)

Effective Date	2019-20
Workflow	majormod minormod
Program Code	R-UG-5.2
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-5.2-Transfer of Credit Subsequent to Admission

Program Requirements

5.2 Transfer of Credit Subsequent to Admission

Letter of Permission

Students who have been formally admitted to a degree, certificate or diploma program may apply to take courses at other recognized post-secondary institutions on Letters of Permission, and have the credits transferred to their Carleton programs. The following conditions must be met:

1. the student must have successfully completed at least 4.0 credits, or have met their program residency requirements at Carleton University;
2. the student must present the minimum CGPA requirements for graduation in his or her credential;
3. the student must obtain formal approval from the Registrar's Office prior to commencing each course.

Grades for successfully completed courses taken on Letters of Permission are transferred back to Carleton University as SAT (Satisfactory) and are not included in CGPA calculations. A course taken on Letter of Permission and failed is recorded with the grade UNS (Unsatisfactory). Failures are not included in CGPA calculations but they are counted as a discredit. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Courses taken with a passing grade below the minimum grade required will be counted as discredit.

University of Ottawa Exchange Agreement

Degree Students may register to take courses at the University of Ottawa to be credited to their Carleton University degree. The following regulations apply:

1. Students must be registered in a degree program and must be in *Good Standing*. In the case of first-year studies, a maximum of two half-credit courses may be taken at the University of Ottawa that year.
2. Only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the exchange.
3. The cumulative total number of credits taken at Carleton and counting towards the degree must be greater than the total number of credits taken and/or proposed to be taken at the University of Ottawa.
4. Courses taken on the Exchange Agreement shall not count as courses taken at Carleton under residency requirements.
5. Grades for courses taken on the Exchange Agreement will be reported on the Carleton transcript and will be included in the calculation of the CGPAs.
6. Approval by Carleton University does not guarantee registration at the University of Ottawa.

Students withdrawing from University of Ottawa exchange agreement courses must notify the University of Ottawa by the appropriate deadlines, or a failing grade of F may be recorded.

International Exchange Agreements

Undergraduate students may be eligible to take advantage of other exchange agreements with universities throughout the world. Unless otherwise specified in a specific exchange agreement or Senate-approved program regulation, the minimum academic requirement is second-year standing or higher, and a minimum overall CGPA of 7.0. For details on these exchanges, students should consult the International Student Services Office at least one year in advance of the proposed exchange. Grades for successfully completed courses taken on International Exchange will not be transferred. Successfully completed courses will be recorded as SAT (Satisfactory) and unsuccessfully completed courses will be recorded as UNS (Unsatisfactory) and will be counted as a discredit. A higher level of performance may be required in a course that would have contributed to any programmatic CGPA had the grade been transferred. Such a course with a passing grade below the minimum required will not count towards the degree, but will be counted as a discredit.

Dual Degree Agreement

Undergraduate students who have been formally admitted to a degree may be eligible to complete concurrent degrees from Carleton University and a partner institution under the Dual Degree Policy and program-specific articulation agreement provided the following regulations are met:

- 1. student must be registered in a degree program and must be in good standing;**
- 2. only courses to be credited as part of the current degree requirements at Carleton may be taken under the terms of the agreement;**

- 3. **courses taken under this agreement shall count as courses taken at Carleton under residency and advanced residency requirements. Refer to regulation 5.3 for details;**
- 4. **grades for courses taken under this agreement will be reported on the Carleton transcript and will be included in the calculation of the CGPAs;**
- 5. **For details on the application process, students should consult with the appropriate Academic Department and the Registrar's Office.**

New Resources	No New Resources
Summary	Addition of Dual Degree policy requirements
Rationale for change	Undergrad requirements for students interested in new Dual Degree Agreement
Transition/Implementation	

Program reviewer comments **dottynwakanma (01/31/19 3:39 pm):** Rollback: further editing