

CLAREMONT GRADUATE UNIVERSITY

Guidelines for Dual Degree Programs

(approved by ASC 4/10/00; revised by ASC 4/9/03; approved by FEC 5/12/03; approved by the Faculty 6/03/03)

1. Definition of Dual Degree

“Dual” degrees are two separate degrees pursued in different fields but closely coordinated so as to produce maximum saving of time and cost without sacrificing quality. Dual degrees may be pursued only between fields that are sufficiently different as to require separate curricula; they are not allowed between fields so close in subject matter that any course in one field can satisfy a requirement in the other. Examples of dual degrees are two M.A.’s, an M.A./Ph.D., or an M.B.A/Ph.D.

Dual degrees differ from two other types of degree:

- an “interfield” degree, which is a single degree based on an integrated program of interdisciplinary work involving two or more fields, such as the interfield degree of politics and economics.
- a “joint” degree, which is a degree cosponsored with other institutions, such as the joint Ph.D. program in Education with California State University, San Diego.

2. Limitations

Triple degrees are not allowed. If a master’s degree is awarded in a field other than the field of the Ph.D., no master’s degree is awarded in the field of the Ph.D.

3. Types of Dual-Degree Programs

There are two types of dual-degree programs, formal and individual. *Formal programs* are programs whose requirements are explicitly agreed upon and formalized between two departments, such as the M.A. in Philosophy/Ph.D. in Religion degrees and the M.A. in Philosophy and the M.A. in Psychology (Evaluation) degrees. *Individual programs* are programs initiated by individual students according to their special needs.

4. Operational Procedures

- a. Students must apply to the dual degree program prior to completion of 16 units at CGU.
- b. Students must apply to and be accepted by both fields in which they are going to work.
- c. Students must take at least four of every sixteen units in each of the two dual degree fields.

- d. Students must have two advisors, one for each field.

5. Coordination of Requirements

- a. No more than twelve units may be transferred into a dual Master's/Doctoral program. No transfer units will be allowed into a dual Master's degree program.
- b. Of the total units required for the degree in each field, the percentage of units that may be double-counted in the dual degree program shall be no more than 35% in either degree program.
- c. The reduction of credit requirements brought about by double-counting must be based on the significant relevance of the courses double counted to the programs for which they are being accepted. Significant relevance may be indicated by the close relationship of content, mutual complementarity, methodological relevance, and other criteria of intellectual relevance.
- d. Although subject to the requirements specified in this policy, the faculty of each field involved in either a formal or individual dual degree program will have flexibility to determine other matters associated with the dual degree, including, but not limited to, the expectations for meeting research tools requirements in each field; expectations for the nature and format of qualifying examinations, folios, and thesis or dissertation, and any additional requirements or understandings in light of the academic integrity of each degree
- e. In the case of individual dual degree programs, a description of the program shall be sent to the Registrar, who will forward a copy to the Academic Standards Committee and the Vice Provost for information. The description should include, where applicable, the number of units to be completed in each field, the allowable transfer units, the number of units and specific courses that will be cross counted in each field, specific courses required in each field, expectations for meeting research tools requirements in each field, expectations for the nature and format of qualifying examinations, folios, and thesis or dissertation, names of academic advisors in each field, understanding regarding fellowship funding, and any additional requirements or understandings.
- f. After five students have enrolled in the same individual dual degree program, the Registrar will notify the faculties in the areas concerned and the faculties shall prepare a proposal for a formalized dual degree program and submit it to the ASC for approval. From that point on, individual students will complete the formalized program requirements, and individual review by the ASC will not be required.
- g. It is the responsibility of the advisors to remain informed of the requirements and the student's progress in each field and provide appropriate coordination between the fields involved.

6. Application for Approval

- a. Departments interested in formal dual-degree programs must apply to the Academic Standards Committee for review and approval, following the same procedures as in the case of applications for new degree programs.
- b. Students interested in individualized dual-degree programs must, with the recommendation of their respective advisors, submit their proposals specifying their purpose, minimum unit requirements, and number of transferable units in each area to the executive committees of the respective departments for approval. The student will submit a signed change in degree form and dual degree approval form to the Registrar.

7. Petition

On the recommendation of the advisors in both fields, the student can petition the Registrar to waive specific requirements.