

**Brief Guide to Dual-title Graduate Degree Programs**  
**College of the Liberal Arts**  
**July 21, 2020**

For information on all graduate curricular proposal requirements, see  
[Overview of the Graduate Council Curricular Review Process](#)  
[GCAC-206 Graduate Curricular Proposal Requirements – Procedure and Guidelines](#)  
[Developing Graduate Program Proposals](#)

## **1. Overview**

Dual-title graduate programs are fully integrated programs of study that allow students to define a research program that combines both the graduate major and dual-title fields. Dual-title graduate programs require a minimum of 15 credits for a dual-title doctoral program and 6 credits for a dual-title master's program. The dual-title area of study cannot exist as a separate (stand-alone) graduate degree program at Penn State. For example, if there is a previously existing Department or Program (ex. Political Science), a dual-title degree in "Political Science" cannot be created. Students may complete only one dual-title program in addition to a graduate major program of study within a single degree program. Students must apply and may be admitted to an existing dual-title graduate degree program only after being enrolled in an existing program. Refer to the Graduate Council policy concerning dual-titles: [GCAC-208 Dual-Title Graduate Degree Programs](#).

## **2. Submission and Review Process**

- 1) The academic program should first consult with the Associate Dean for Research and Graduate Education, and the College's Curriculum Coordinator.
- 2) A prospectus must be submitted to the Associate Dean for Research and Graduate Education. This prospectus will be circulated to ACGE. The intent of the prospectus is to alert other academic units of potential programs under development. [A template for the ACGE prospectus is available for download](#). ACGE members have 30 days following distribution of the prospectus to submit feedback to the proposers via the ACGE member who distributed it. *Note that a prospectus is not required for adoptions of an existing dual-title program by an existing graduate program.*
- 3) Materials must then be submitted to the Office of the Associate Dean of Graduate Studies (105 Sparks) as Word or pdf files. All proposals require a full set of signatures on the program proposal form before they can be forwarded to the graduate school.
  - a. An overarching proposal to create the proposed dual-title program that outlines its mission and requirements; this proposal must include a prospectus and a cost analysis form as explained under [Overview of the Graduate Council Curricular Review Process](#).
  - b. A separate proposal from each department that desires to adopt the dual-title program. This proposal submitted by the existing departments and tailored to how their internal requirements will contribute to and be affected by affiliation with the proposed dual-title graduate program. A prospectus and a cost analysis form are not required for individual department proposals to adopt an *existing* dual-title program.

- c. These proposals should be submitted in tandem, and each proposal should be accompanied by the following form: <http://gradschool.psu.edu/faculty-and-staff/faculty/progprop/graduate-council-program-option-or-minor-proposal-form/>
- 4) After internal review and consultation, the proposal will be forwarded to the graduate school and ultimately the Graduate Council. As of March 2020, proposals may be submitted electronically as PDF attachments via email to the graduate school [Dean's office listserv](#) (rather than submitting them via paper to the Dean's office). Two separate forms are to be submitted as part of the review process:

### 3. Proposal Content

As stipulated by Graduate Council Policy, the official proposal for the new dual-title graduate program must address the following points:

- A new graduate program proposal, outlining the nature of the dual-title and the admission process by which students will be admitted to the program,
- An overview and brief description of the array of courses typically taken as well as all those available;
- Expectations for participation by dual-title students (for example, dual-title students may be expected to regularly attend weekly seminars scheduled by the dual-title area of study);
- A statement addressing the rationale for the creation of the dual-title degree;
- A statement demonstrating the advantages to be conferred by the dual-title graduate degree beyond those in existing alternative paths (e.g., graduate minors); such as enhanced employment opportunities;
- Requirements for the qualifying exam and any potential for delay of same;
- Composition of qualifying examination committee;
- Composition of thesis/Ph.D. committee;
- Additional details pertaining to structural or practical requirements for a dual-title degree.

Graduate programs seeking to add or adopt a new dual-title program should address the same points as those mentioned in the proposal for the dual-title program, paying particular attention to the advantages to be conferred to students receiving the dual-graduate degree. Proposals from participating departments that wish to adopt and/or participate in a new or existing dual-title program must be accompanied by at least one graduate change proposal by a graduate major to adopt the dual-title degree. Additionally, the graduate program must also submit a program change proposal to adopt the new dual-title and must describe in its graduate student handbook the dual-title offering requirements.

After obtaining internal College approval, the program should submit the proposal to relevant units for consultation. Consultation should be requested from all units that may be interested in and or affected by the program. This would include any unit with a known interest in the subject area, any unit that the course offerings might affect, units that would be offering courses, and units with faculty involved in or teaching in the dual-title. The Joint Curricular Committee and the Graduate School may request additional consultation if relevant units have not been consulted. Consultation must be completed and included in the proposal before it is submitted to the graduate school.

Additional information and requirements on dual-title graduate programs can be found on the Graduate Education Policies homepage: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-208-dual-title-graduate-degree-programs/>.

#### **4. Typical/sample Dual-title Program Proposal Outline**

1. Program proposal
2. Objectives
3. Justification statement
  - a. Constituency
  - b. Outcomes
4. Program change
  - a. Admission requirements
  - b. Degree requirements
    - i. Requirements for Major Program/Dual-title Ph.D.
    - ii. Language requirement
    - iii. Qualifying examination
    - iv. Ph.D. committee composition
    - v. Dissertation and final oral examination
    - vi. Dual-title courses available to fulfill requirements
    - vii. Costs
    - viii. Funding opportunities for dual title doctoral students
    - ix. Accreditation
    - x. Departments affected
5. Revised Graduate Bulletin description
6. Consultation