4.9.2 Joint Degree Programs: Implementation

1. Creating a New Joint Degree Program

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Joint Degree Program Proposal Form [1] [downloadable Word file], in consultation with relevant school deans and the Office of the Vice Provost of Graduate Education (VPGE).</td>
<td>Faculty of participating degree programs</td>
</tr>
<tr>
<td>Review and either approve or deny the JDP Proposal. If approved, sign form.</td>
<td>Department chairs and school deans; VPGE</td>
</tr>
<tr>
<td>For degree combinations that have been preapproved by the Academic Senate, inform all parties that the JDP has been approved and formalized.</td>
<td>Registrar</td>
</tr>
<tr>
<td>For degree combinations that have not been preapproved by the Academic Senate, forward the JDP proposal to the Committee on Graduate Studies (C-GS).</td>
<td>Registrar</td>
</tr>
<tr>
<td>Review and, if approved, forward to Academic Senate.</td>
<td>C-GS</td>
</tr>
<tr>
<td>Approve or deny the proposal for the JDP.</td>
<td>Academic Senate</td>
</tr>
</tbody>
</table>

2. Application and Admissions to a JDP

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Joint Degree Program Proposal Form [1] [downloadable Word file], in consultation with relevant school deans and the Office of the Vice Provost of Graduate Education (VPGE).</td>
<td>Faculty of participating degree programs</td>
</tr>
<tr>
<td>Review and either approve or deny the JDP Proposal. If approved, sign form.</td>
<td>Department chairs and school deans; VPGE</td>
</tr>
<tr>
<td>For degree combinations that have been preapproved by the Academic Senate, inform all parties that the JDP has been approved and formalized.</td>
<td>Registrar</td>
</tr>
<tr>
<td>For degree combinations that have not been preapproved by the Academic Senate, forward the JDP proposal to the Committee on Graduate Studies (C-GS).</td>
<td>Registrar</td>
</tr>
<tr>
<td>Review and, if approved, forward to Academic Senate.</td>
<td>C-GS</td>
</tr>
<tr>
<td>Approve or deny the proposal for the JDP.</td>
<td>Academic Senate</td>
</tr>
</tbody>
</table>
1. Apply for degree programs through graduate admissions or the degree authorization process (see GAP 5.1 Changes and Additions of Degree Programs [2]).  
   **Student**

2. Admit student, if deemed eligible and desirable.  
   **Degree Program**

3. Record in PeopleSoft that the student is in a Joint Degree Program.  
   **Registrar**

4. Complete the Tuition Agreement for Students with Multiple Programs [3].  
   **Student**

5. Confirm and enter applicable tuition charges.  
   **Registrar**

### 3. Course Enrollment and Academic Progress

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meets with advisors and complete Joint Degree Program Student Checklist [4].</td>
<td><strong>Student</strong></td>
</tr>
<tr>
<td>2. Enroll via Axess and ensure that courses are applied to relevant career if one degree is in a professional school. For all JDPs that do not include the J.D. or the M.B.A., students have one graduate career in PeopleSoft Student Administration under which they may enroll in courses.</td>
<td><strong>Student</strong></td>
</tr>
</tbody>
</table>

### 4. Withdrawal from a Joint Degree Program

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Discuss plans for terminating study in the JDP and participating degree programs with both degree programs and advisor. Consider options, including a leave of absence.</td>
<td><strong>Student</strong></td>
</tr>
<tr>
<td>2. Complete Request to Permanently Withdraw from Degree Program [5], and gather necessary signatures.</td>
<td><strong>Student</strong></td>
</tr>
<tr>
<td>3. Review and either approve or deny the request.</td>
<td><strong>Degree Program</strong></td>
</tr>
<tr>
<td>4. In the case of international students, review the request form. Advise the student if withdrawing will adversely affect visa status.</td>
<td><strong>Bechtel</strong></td>
</tr>
<tr>
<td>5. Mail or deliver the approved form to the Office of the Registrar.</td>
<td><strong>Student</strong></td>
</tr>
<tr>
<td>6. If the termination is approved, cancel the student’s program and authorization to register.</td>
<td><strong>Registrar</strong></td>
</tr>
<tr>
<td>7. Confirm and adjust applicable tuition charges.</td>
<td><strong>Registrar</strong></td>
</tr>
</tbody>
</table>