**Creating a Dual Degree (UG/GR) from Existing Registered Programs**

**I. Screening Questions**

a) Is one of the programs a professional licensure (or related) program?

* **YES:** Before proceeding, please contact Francesca Fiore ([programdev@nyit.edu](mailto:programdev@nyit.edu))
* **NO:** Proceed to the next question.

b) In the combined degree, will students complete all existing requirements **for the major** for both degrees (without using substitutions)?

* **YES:** Please complete the form below\*
* **NO:** Before proceeding, please contact Francesca Fiore ([programdev@nyit.edu](mailto:programdev@nyit.edu))

**\***If you are not sure if NYSED forms are required, please contact Francesca Fiore ([programdev@nyit.edu](mailto:programdev@nyit.edu))

**II. CURRICULUM**

a) Dual degree program title and award:

b) Existing degrees that will be combined to create the dual degree

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Program Title** | **Degree Award** | **Program Code** |
| Program 1 |  |  |  |
| Program 2 |  |  |  |

c) List graduate courses that will be counted toward both degrees (**maximum 15 credits**) and indicate the undergraduate requirement they will meet.

**NB: Students must complete all requirements for the undergraduate and graduate majors. As such, graduate courses should not replace required courses *in the major*. Most commonly, a graduate course will substitute for a free elective or will be added to the list of available electives for the undergraduate major.**

|  |  |
| --- | --- |
| **Graduate Course** | **Undergraduate Requirement/ Course** |
| ***EXAMPLE:*** *ARTH 602 Aesthetics and Theory* | *Free Elective* |
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d) Select one option below to indicate how credits should be posted to the student’s record:

* **Option 1:** **(PREFERRED)** Students complete the course as part of their undergraduate career. Credits are posted to the undergraduate career upon completion of each course. Subsequent to enrollment in the graduate program, assessment (double-counted) credits are posted to the graduate career.
* **Option 2:** Students complete the course as part of their graduate career. Credits are posted to the graduate career and assessment (double-counted) credits are posted to the undergraduate career upon completion of each course.
* **Option 3:** Students complete the course as part of their graduate career. Credits are posted to the graduate career upon completion of each course. Assessment (double-counted) credits are posted to the undergraduate career upon completion of all courses in one “batch.”

e) Length of time for candidates to complete both degrees:

f) Number of [liberal arts](http://www.nysed.gov/college-university-evaluation/department-expectations-curriculum#c) credits for undergraduate portion of the degree:

g) Please attach revised degree map, highlighting the courses that have been changed

**III. ELIGIBILITY FOR ENROLLMENT IN GRADUATE COURSES**

Please complete **at least one** eligibility requirement for students to enroll in graduate level courses. Mark N/A for criteria that do not apply.

a) cGPA:

b) Number of completed undergraduate credits:

c) Class level:

d) Portfolio:

e) Other:

f) Other:

**IV. ADMISSIONS REQUIREMENTS FOR GRADUATE PROGRAM**

Select at least one admissions option:

1. **Admission to Graduate Program for Current NYIT Students:** Copy and paste existing admissions requirements directly from the catalog and track any changes to admissions requirements that will be allowed for undergraduate students who have completed graduate-level courses that can be applied to the graduate program to which they are applying.
2. **Direct Admission to Graduate Program for Entering Freshmen:** Copy and paste existing admissions requirements directly from the catalog and track any changes to admissions requirements for entering Freshmen

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| --- | --- | --- | --- |
| 1. Requested by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Member | Date\_\_\_\_\_\_\_ | 2. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Chair | Date\_\_\_\_\_\_\_ |
| 3. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean or Designee | Date\_\_\_\_\_\_\_ | 4. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Academic Senate (President or Secretary) | Date\_\_\_\_\_\_\_ |
| 5. Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vice President of Academic Affairs | Date\_\_\_\_\_\_\_ | 6. Received by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Registrar | Date\_\_\_\_\_\_\_ |