https://www.nationsprint.com/clients/columbia/con/cu_logo.gif

**PROPOSAL FOR A NEW DUAL DEGREE OFFERED BY TWO COLUMBIA SCHOOLS (DUAL-INTERNAL) OR A COLUMBIA SCHOOL AND EXTERNAL PARTNER (DUAL-EXTERNAL)**

*Please insert the requested information in the table below:*

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| --- | --- |
| **Degree A:**  *e.g., BA, MS, PhD* |  |
| **Program Name A:** |  |
| **Degree B:**  *e.g., BA, MS, PhD* |  |
| **Program B Name:** |  |
| **Sponsoring School A:** |  |
| **Sponsoring School B:** |  |
| **Proposed Start Date:** |  |
| **Name and Email Address of the Primary Contact Person for this Proposal:** |  |
| **Date of Proposal Submission:** |  |

**DESCRIPTION OF THE PROGRAM**

Please complete the questions below and submit this document through the APAS system (<https://apas.provost.columbia.edu>) to begin the review process. *Please note: Firefox is the recommended browser for APAS; functionality may be less optimal when using Internet Explorer or Chrome.*

1. **Purpose**
   1. Describe in 1-2 paragraphs the purpose of the proposed program, its target audience, its content, and its format/pedagogical approaches.
   2. What are the advantages to students to pairing these two programs?
   3. How will the proposed program be advertised? Please provide a mock-up of the website landing page.
2. **Curriculum**
   1. Compared with taking the 2 dual degrees separately, how do the program requirements differ in the dual program? Have any requirements been eliminated?
   2. Please describe the credits required for this program.
3. If program A were taken on its own, it would require a minimum of AA credits.
4. If program B were taken on its own, it would require a minimum of BB credits.
5. Students enrolled in the combined program will take a total of CC unique credits overall, comprised of XX credits from program A and YY credits from program B.
6. Credits may be transferred from one program to the other, as per our standard transfer credit policies. For this combined program, up to UU (usually AA-XX) credits from program A will be counted towards program B; and up to ZZ (usually BB-YY) credits from program B will be counted towards program A.
   1. Provide a sample schedule showing the courses the students will take during each term of the program. For elective or selective courses, simply enter “elective” or “selective.” For external dual degrees, please indicate when the student will take courses at Columbia and when the student will take courses at the external (non-Columbia) school.

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| **Semester 1 (indicate fall, spring, or summer)** |  |  |  |
| **Course Number & Title** | **Credits** | **New?** | **Prerequisites** |
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| **TOTAL CREDITS FOR SEMESTER:** |  |  |  |
| **Semester 2 (indicate fall, spring, or summer)** |  |  |  |
| **Course Number & Title** | **Credits** | **New?** | **Prerequisites** |
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| **TOTAL CREDITS FOR SEMESTER:** |  |  |  |
| **Semester 3 (indicate fall, spring, or summer)** |  |  |  |
| **Course Number & Title** | **Credits** | **New?** | **Prerequisites** |
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| **TOTAL CREDITS FOR SEMESTER:** |  |  |  |
| **Semester 4 (indicate fall, spring, or summer)** |  |  |  |
| **Course Number & Title** | **Credits** | **New?** | **Prerequisites** |
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| **TOTAL CREDITS FOR SEMESTER:** |  |  |  |

* 1. Please provide the typical number of weeks in the Academic Year for this program, counting Fall and Spring semesters. Note that regulations define a “week” as any 7-day period in which ANY instructional activity occurs; this includes classes, discussion sections, labs, exam periods, and study periods. A single activity in a given week counts as a week of school. Virtually the only weeks not to be counted are orientation and vacation weeks.
  2. Please also indicate the number of weeks IN TOTAL that it would take a typical full-time student to complete the program. For example, for a one-year MS program, which can typically be completed in Fall and Spring terms, you would likely provide the same answer you gave immediate above (for weeks in the academic year). If a program requires 2 years of study, then you would multiply the number of weeks in the academic year by 2. If summer terms are included, please include 6-10 weeks, as appropriate, for each summer term.
  3. For any new courses to be developed for this program, provide a draft syllabus and include information on when the courses have been or will be approved by the appropriate Committee(s) on Instruction.

1. **Faculty**
   1. Indicate if the program will require the hiring of new faculty either at its inception or by the time it reaches steady state. If so, indicate the number of new faculty it will require, divided between full-and part-time, the subjects they will teach and the year(s) of their initial appointment.
2. **Students**
   1. Are requirements for admissions to the dual degree program equivalent to those of the standalone programs?
   2. Provide the anticipated enrollments of students in the program’s first five years, and ultimate enrollment once it reaches steady state. Indicate the number of years it will take to grow the program to its full size.
3. **Online Delivery.** If the proposed program will have an online component, answer the following questions.
   1. Confirm whether the online and in-person programs will be identical with respect to content, admissions criteria, student learning outcomes, and assessment methods; and if not, indicate how they will differ.
   2. What percentage of the program will be offered online?
   3. Please describe:
      1. The online platform you will be using to teach this program;
      2. Student support resources that will be available to the online students;
      3. How you will authenticate the identity of the online students in the program
4. **Finances**
   1. Please confirm that all financial arrangements have been agreed upon by both schools, and that there is an educational agreement specifying the agreed upon financial arrangement in process or approved in DARCI. This educational agreement must be approved before APAS approval can be granted.

**Confirmed Date:\_\_\_\_\_\_\_\_\_**

* 1. For dual degrees with external (non-Columbia) partners:
     1. Is the partner institution Title IV eligible? Yes No
     2. If no, please confirm that Columbia will not provide federal financial aid to students while studying at the partner institution.

**Confirmed Date:\_\_\_\_\_\_\_\_\_**

1. **Evaluation**
   1. Describe how the quality of the program will be evaluated, including the frequency of the reviews and who will conduct them. Describe how student input will be obtained as part of the evaluation of the program.