

Rubric: Materials to be Prepared for Review and Renewal of External Dual Degree Programs

The following materials are to be prepared by the Program Director and returned to the Office of Instructional Programs on or before the due date. Upon receipt of the review document, a meeting with representatives from the dual degree program, Graduate School or Division of Academic and Student Affairs (as appropriate), the appropriate College Dean(s) or Associate Dean(s), the Substantive Change Review Team, the Office of Global Engagement, and the Office of General Counsel will be scheduled.

1. Name of degree program(s) and complete list of degrees participating in the dual degree program
2. Name of partner institution(s), purpose of the collaboration, and degrees awarded by the partner institution through this partnership
3. Relation of the program to the University mission and goals
 - a. Specific values this partnership brings to NC State and its students
 - b. List of research activities, collaborations, etc. that have occurred
 - c. List any joint funding that has been obtained
4. List of students who have enrolled from initiation of the program:
 - a. Name, nationality, and student ID of all students who have participated in the program, including students whose home institution is not NC State.
 - b. Semester and year of first enrollment at the “home” institution
 - c. Partner institution(s) semester(s) of enrollment
 - d. Semester each degree was awarded (anticipated date if not completed)
 - e. Number of credits obtained at the “home” and partner institution(s)
5. NC State faculty and staff participants (names and roles)
6. Approval of the program (can be provided by the Office of Global Engagement)
 - a. Date of initial approval by appropriate college(s)
 - b. Date of initial approval by Office of Global Engagement
 - c. Date of initial approval by Graduate School or Division of Academic and Student Affairs
 - d. Date of initial signature of the Memorandum of Agreement (include a final copy)
 - e. Date of notification to SACSCOC
 - f. Date of first enrollment
 - g. Schedule for review and renewal of MOA
7. Copy of any recruiting materials developed (including website or URL)
8. Degree credits
 - a. Are partner courses accepted in transfer or are they transcribed as NC State courses?
If partner courses are transcribed as NC State courses, then:
 - i. For those courses, are Instructors of Record and Classroom Instructors appointed as NC State faculty and, if appropriate, as members of the Graduate Faculty?
 - ii. How are those faculty supervised and evaluated by NC State?
 - b. Provide redacted copies of the NC State transcript and diploma for one graduate of the dual degree program

9. Courses, learning outcomes and faculty qualifications
 - a. How were partner courses evaluated for inclusion in the program? Who evaluated them and on what basis?
 - b. How are courses offered by the partner institution(s) evaluated?
 - c. What are the program learning outcomes and how do you establish comparability with the approved on-campus program?
 - d. Please attach copies (as appendices) of any assessments/assessment reports or program evaluations completed since the last renewal.
 - e. What are the academic credentials of faculty teaching courses at the partner(s) institutions? How are faculty credentials reviewed?
 - f. Are any courses offered via distance education?
10. Describe the library and learning resources made available to students when they are studying at the partner institution(s).
11. Program costs
 - a. List resources expended including personnel (course release, advising, etc.), travel, space, equipment, funding for events/activities, etc.
12. Is there a “teach out” plan for current students should the program be terminated?
13. Programmatic recommendation
 - a. Please make and justify your recommendation relative to program continuation.
 - b. If the recommendation is to continue the program, please add an explanation for how and deficiencies identified above (number of participants, completion percentage, etc.) will be addressed.