**DOMESTIC DUAL DEGREE AND EXCHANGE AGREEMENT**

**Dual Master of ARTS/SCIENCE Degree in SUBJECT**

*Between*

COLLEGE

University of North Carolina Charlotte

Charlotte, NC

*And*

COLLEGE/PROGRAM

UNIVERSITY

CITY, STATE

This document outlines an agreement, hereafter called the “Agreement,” between the COLLEGE at the University of North Carolina Charlotte (“UNC Charlotte”) located in Charlotte, North Carolina, and the FULL UNIVERSITY NAME (“UNIVERSITY”) located in CITY, STATE. UNC Charlotte and UNIVERSITY, hereafter collectively, the “Partner Institutions” agree to operate jointly a dual Master’s degree (“Program”) that will allow for the completion of a Master’s degree in in SUBJECT at UNIVERSITY and a Master of [Arts/Science] in SUBJECT at UNC Charlotte by students at both Partner Institutions. Students selected for the Program may come from the COLLEGE at UNC Charlotte and the PROGRAM at UNIVERSITY, as well as other relevant disciplines that qualify students for a Master of [Arts/Science] in in SUBJECT at each Partner Institution.

1. **GENERAL**
2. The Program will operate in such a way that students of each Home Institution will initially apply to and enroll in the Master of [Arts/Science] in SUBJECT program at their respective Home Institution (“Home Institution Program”). After successful completion of the first semester of the Home Institution Program, and upon being admitted to the Master of [Arts/Science] in SUBJECT at the Host Institution (“Host Institution Program”), Home Institution Students will undertake one academic year (two semesters) of study in the Master of [Arts/Science] in SUBJECT program at the Host Institution. After successful completion of the Host Institution Program, Students will return to Home Institution and finish any remaining coursework of their study at the Home Institution.
3. Program participants will be selected from UNIVERSITY students enrolled in the Master of [Arts/Science] in SUBJECT program at each Partner Institution following a mutually agreed upon admission criteria, outlined below. To ensure a high-quality Program and commitment from Dual Degree Students, UNIVERSITY and UNC Charlotte agree that UNIVERSITY students entering the Program must meet the regular graduate admission requirements for both UNIVERSITY and UNC Charlotte, including all UNC Charlotte Graduate School requirements. In addition to the above, applicants to the Program must also:

* **Submit a motivational letter;**
* **Undergo a personal interview with a selection committee consisting of one or more faculty members appointed by each Partner Institution; and**
* **Be selected for the Program based on both academic merit and strong motivation**.

UNIVERSITY and UNC Charlotte agree that selected UNIVERSITY students must demonstrate both written and verbal English proficiency sufficient for graduate study at UNC Charlotte, according to UNC Charlotte Graduate School admittance standards for English proficiency.

By completing all Program requirements, student participants will receive a Master of [Arts/Science] in SUBJECT degree from UNIVERSITY and a Master of [Arts/Science] in SUBJECT from UNC Charlotte. Applicants to the Program who are not selected but who are otherwise in good standing at their Home Institution may continue in the Master of [Arts/Science] in SUBJECT program at their Home Institution.

1. **Exchange Students**
   1. Each Partner Institution will send its first cohort of eligible students to the Host Institution for the **Fall YEAR** semester, and the launch date for the Program will be the first day of the **Fall YEAR** semester at the Host Institution. The Program will consist of **no more than two students** from each Partner Institution in any single academic year unless otherwise mutually agreed to by the Partner Institutions.
   2. Where there are unequal numbers of exchange student semesters at either Partner Institution during any one academic year, the number of exchange student semesters at each Partner Institution shall be adjusted to achieve overall parity in the following year(s), aiming to balance numbers over three years.
   3. In the event of the termination of this Agreement, the Parties will attempt to adjust any imbalance in semester exchange numbers at the end of the Agreement term by having the Partner Institution that has sent the greater number of exchange student semesters providing sufficient exchange placements in any remaining semester(s) to remedy, as much as is practicable, the imbalance in numbers of exchange student semesters exchanged.
2. **Imbalance in Exchange**
   1. In situations where there is an imbalance of exchange students that cannot be remedied under Section 3(b) above, in which more UNIVERSITY students wish to participate in the Dual Degree Program than UNC Charlotte students, such UNIVERSITY students may enroll directly as fee-paying, degree-seeking students at UNC Charlotte through UNC Charlotte [Graduate Admissions](https://gradadmissions.charlotte.edu/admissions/international-applicants).
   2. In situations where there is an imbalance of exchange students that cannot be remedied under Section 3(b) above, in which more UNC Charlotte students wish to participate in the Dual Degree Program than UNIVERSITY students, such UNC Charlotte students may enroll directly as fee-paying, degree-seeking students at UNIVERSITY through UNIVERSITY graduate application procedure. Cost of attendance for such students may be found at LINK.
3. The Partner Institutions agree to fulfill their respective obligations outlined in this Agreement for a minimum of five years from the Program launch date. After the initial five-year period, the Program may be extended for additional five-year terms upon mutual written agreement of the parties. Either institution may, at any point in the agreement period, terminate this Agreement with at least one year advanced written notification to the other Partner. In the event of Program termination, any student that has been accepted by the Program for study at a Host Institution will be given the opportunity to complete the Program at the Host Institution.

The Partner Institutions agree to review the Program annually beginning at the conclusion of year two of the Program.

1. The Partner Institutions agree to admit selected students to the Program according to a mutually agreed upon admission process. Student selection will occur after the first semester of enrollment at the Home Institution. Normally UNC Charlotte will notify UNIVERSITY students of their admission to the Program and their eligibility to attend UNC Charlotte by **May 1 of the first year** of the graduate program at UNIVERSITY. Normally UNIVERSITY will notify UNC Charlotte students of their admission to the Program and their eligibility to attend UNIVERSITY by May 15 of the first year of the graduate program at UNC Charlotte.
2. Upon successful completion of the two-year Program at both Partner Institutions, participants will be awarded a Master of [Arts/Science] in SUBJECT from UNC Charlotte and a Master of [Arts/Science] in SUBJECT from UNIVERSITY.
3. While at UNC Charlotte, Program participants must comply with all UNC Charlotte requirements for continued enrollment and are subject to all applicable UNC Charlotte policies and procedures, including, but not limited to, the *Code of Student Responsibility* and the *Code of Student Academic Integrity*, available at [legal.charlotte.edu/policies/chapter-400](http://legal.charlotte.edu/policies/chapter-400). While at UNIVERSITY, Program participants must comply with all applicable UNIVERSITY policies and procedures, available at LINK.
4. **UNC CHARLOTTE RESPONSIBILITIES**
5. UNC Charlotte agrees to offer and provide adequate scheduling of the courses required to complete the Master of [Arts/Science] in SUBJECT for UNIVERSITY students in the Program. If Program participants do not finish the Master’s degree requirements within the final year of the Program, they may extend their studies at UNC Charlotte with additional tuition payments at the same level as other international students. If a UNIVERSITY student returns to UNIVERSITY without having finished the Master’s degree requirements, UNC Charlotte will not award the student a Master's degree but will send to UNIVERSITY a transcript showing all successfully passed courses.
6. UNC Charlotte agrees to provide infrastructure, logistical support, and student services for UNIVERSITY student Program participants at the UNC Charlotte campus.
7. UNC Charlotte will provide UNIVERSITY student Program participants with written pre-arrival orientation materials and an on-site post-arrival orientation.
8. The COLLEGE at UNC Charlotte will allocate a percentage of UNIVERSITY student participant fees, depending on Program enrollment levels, as merit-based scholarships and/or assistantships to Program participants selected by the Program Director of the Master of [Arts/Science] in SUBJECT at UNC Charlotte.
9. Upon request from UNIVERSITY student Program participants,
   1. UNC Charlotte will assist Program participants with information regarding housing accommodations in Charlotte.
   2. UNC Charlotte will help Program participants make connections with the relevant student organizations at UNC Charlotte.
   3. UNC Charlotte will assist Program participants in their application for optional practical training; however, UNC Charlotte cannot guarantee the availability of practical work experience for all Program participants.
10. Additional UNC Charlotte responsibilities:
    1. As the Faculty of in SUBJECT at UNIVERSITY will deliver the first year of graduate curriculum to UNIVERSITY Program participants, the Partner Institutions will work closely together so that relevant program requirements for both the Master of [Arts/Science] in SUBJECT at UNC Charlotte and the Master of [Arts/Science] in SUBJECT at UNIVERSITY are met.
    2. UNC Charlotte assumes responsibility for the academic quality of any course work or credit recorded on a UNC Charlotte transcript and accepted toward a dual academic award.
11. The COLLEGE at UNC Charlotte will provide each UNC Charlotte Program participant’s updated transcripts to UNIVERSITY for each term after Program admission, but prior to the participants’ arrival at UNIVERSITY.
12. **UNIVERSITY RESPONSIBILITIES**
13. UNIVERSITY agrees to offer and provide adequate scheduling of the courses required to complete the Master of [Arts/Science] in SUBJECT for UNC Charlotte students in the Program. If Program participants do not finish the Master’s degree requirements within the final year of the Program, they may extend their studies at UNC Charlotte with additional student service fee payments. If a UNC Charlotte student returns to UNC Charlotte without having finished the Master’s degree requirements, UNIVERSITY will not award the student a Master's degree but will send to UNC Charlotte a transcript showing all successfully passed courses.
14. UNIVERSITY agrees to provide infrastructure, logistical support, and student services for UNC Charlotte student Program participants at the UNIVERSITY campus.
15. UNIVERSITY will provide UNC Charlotte student Program participants with written pre-arrival orientation materials and an on-site post-arrival orientation.
16. Upon request from UNC Charlotte student Program participants,
    1. UNIVERSITY will assist Program participants with information regarding housing accommodations in CITY.
    2. UNIVERSITY will help Program participants make connections with relevant student organizations at UNIVERSITY.
    3. The Faculty of in SUBJECT at UNIVERSITY will assist Program participants in their application for optional practical training; however, UNIVERSITY cannot guarantee the availability of practical work experience for all Program participants.
17. UNIVERSITY will advise potential Program participants to obtain required standardized scores during their first semester enrolled in the Master of [Arts/Science] in SUBJECT program prior to the start of Program participant selection process. Required standardized tests include the following:
    1. \_\_\_\_\_\_\_\_\_\_\_\_\_
18. The Faculty of PROGRAM at UNIVERSITY will provide each UNIVERSITY Program participant’s updated transcripts to UNC Charlotte for each semester after Program admission. Winter semester transcripts will be available end of March/early April. Summer semester transcripts will be available end of September/early October.
19. Additional UNIVERSITY responsibilities:
    1. As the School of COLLEGE at UNC Charlotte will deliver the first year of graduate curriculum to UNC Charlotte Program participants, the Partner Institutions will work closely together so that relevant program requirements for both the Master of [Arts/Science] in SUBJECT at UNIVERSITY and the Master of [Arts/Science] in SUBJECT at UNC Charlotte are met.
    2. The Faculty of PROGRAM at UNIVERSITY will provide Program participant transcripts to UNC Charlotte when the Master of [Arts/Science] in SUBJECT Program at UNIVERSITY curriculum is to be applied to the Master of [Arts/Science] in SUBJECT from UNC Charlotte. Winter semester transcripts will be available end of March/early April. Summer Semester transcripts will be available end of September/early October. The UNIVERSITY PROGRAM will aim at providing Summer Semester transcripts for UNC Charlotte students by 15 August at the latest.
20. **RECRUITMENT AND ADMISSION**
21. Each Partner Institution is responsible for Program promotion to their students and Program participant recruitment to ensure a sufficient pool of applicants so that the bilateral Program can be carried out. The relevant Colleges/Schools at the Partner Institutions agree to collaborate actively and provide assistance to each other wherever practicable.
22. Program participants must satisfy admission requirements for the Master of [Arts/Science] in SUBJECT offered by the COLLEGE at UNC Charlotte and the Master of [Arts/Science] in SUBJECT offered by the Faculty of PROGRAM at UNIVERSITY. Degree requirements at UNC Charlotte are available at LINK, and degree requirements at UNIVERSITY are available in Appendix C. UNC Charlotte and UNIVERSITY will utilize established graduate application processing procedures.
23. Upon mutual written agreement of the Partner Institutions, additional Program admission requirements may be established by either Partner Institution.
24. Each Partner Institution agrees to work with the other to design and implement the Program admission process, which includes the timing for the annual selection process.
25. Each Partner Institution agrees to operate Program admission jointly according to the mutually agreed upon admission process, which is outlined in a technical annex. Admission to the in SUBJECT Program at UNC Charlotte will utilize established UNC Charlotte graduate application processing procedures. Admission to the Master of [Arts/Science] in SUBJECT program at UNIVERSITY will utilize established UNIVERSITY graduate application processing procedures.
26. **FINANCIAL**
27. Exchange Students
    1. Students participating in the Dual Degree Program through an exchange under Section I.3(a) above shall pay tuition and fees to their Home Institution.
28. Non-Exchange Students
    1. Students participating in the Dual Degree Program when there is an imbalance in exchange under Section I.4 above are subject to the following financial terms:
       1. Program applicants must demonstrate sufficient financial resources to cover Program fees and living expenses for the duration of the study period at the Host Institution.
       2. Sufficient financial resources for Program participant study at UNC Charlotte are determined by the UNC Charlotte Graduate School and are available at [graduateschool.charlotte.edu/funding/funding-graduate-education](http://graduateschool.charlotte.edu/funding/funding-graduate-education).
       3. Estimated Program study/living costs for full time enrollment while a resident at UNIVERSITY are available at LINK.
       4. Each Partner Institution is responsible for setting and collecting its own tuition, fees, and operating costs (if applicable) associated with implementing its respective responsibilities as outlined in this Agreement.
29. **COURSE RECOGNITION, CREDIT TRANSFER, AND GRADE CONVERSION**

Course credits are transferred by Partner Institutions as specified in Appendices B1 and B2. If the sample programs of study in Appendices B1 and B2 do not apply due to special circumstances, an alternative course/credit correspondence may be agreed upon by the respective program directors at Partner Institutions in order to ensure that the course respective course requirements specified in Appendices A1 and A2 are satisfied. Grades earned at the Host Institution will be transferred to the Home Institution following the grade conversion table in Appendix D.

1. **SACSCOC DISCLAIMER STATEMENT**

UNC Charlotte is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award undergraduate, graduate, and doctoral degrees. The UNIVERSITY in SUBJECT Program is not accredited by SACSOC, and the accreditation of UNC Charlotte does not extend to or include UNIVERSITY or UNIVERSITY students. Further, although UNC Charlotte agrees to accept certain course work from the UNIVERSITY to be applied toward an award from UNC Charlotte, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from UNC Charlotte. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work.

On an annual basis, UNC Charlotte will review the materials describing the relationship between UNC Charlotte and UNIVERSITY. This Agreement between UNC Charlotte and the UNIVERSITY will be included in the annual review.

1. **SUPPLEMENT**
2. Each Partner Institution recognizes the value of internships for Program. Students from each Partner Institution will have the same access to institutional career and internship resources and services as any other student at that Partner Institution during their enrollment at the Host Institution.
3. Students of each Partner Institution shall have the same rights and obligations and may take advantage of the same University services as other students at the Partner Institution.
4. Each Partner Institution reserves the right to withdraw from its facilities any student of the Partner Institution whose conduct or work is not in accordance with the policies and procedures of the Host Institution or is detrimental to others or who has been found to have violated federal or state laws.
5. Students of each Partner Institution will be responsible for all living, travel, insurance, and ancillary costs in connection with the Program and are required to have health insurance while at the Partner Institution.
6. **ADDITIONAL APPROVALS REQUIRED**

UNC Charlotte is required to submit a letter of notification to SACSCOC six months prior to implementation of this Agreement and a final signed copy of this Agreement. Formal, written acceptance of that notification and Agreement by SACSCOC is required before implementation of the provisions of this Agreement.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF and intending to be bound by its terms and conditions, the University of North Carolina at Charlotte and UNIVERSITY have caused this Agreement to be signed by their authorized representatives below and executed the date of the last signature below.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| NAME  TITLE  UNIVERSITY |  | Date |
| NAME  TITLE  UNIVERSITY |  | Date |
|  |  |  |
| NAME  TITLE, COLLEGE  University of North Carolina Charlotte |  | Date |
|  |  |  |
| Dr. Pinku Mukherjee  Interim Dean, Graduate School  University of North Carolina Charlotte |  | Date |
|  |  |  |
| Dr. Jennifer Troyer  Provost  University of North Carolina Charlotte |  | Date |
|  |  |  |
| Sharon L. Gaber  Chancellor  University of North Carolina Charlotte |  | Date |

**Appendix A1**

**Degree Requirements at UNC Charlotte**

**Appendix A2**

**Degree Requirements at UNIVERSITY**

**Appendix B1**

**Course Credit Transfers to UNC Charlotte**

**Appendix B2**

**Course Credit Transfers to UNIVERSITY**

**Appendix C**

**UNIVERSITY**

**Documents to be Submitted by the Applicants for Master Admission**

Documents to upload for application for admission for degree-seeking students:

**Appendix D**

**Grade Conversion**

UNC Charlotte grades UNIVERSITY grades

A = 1,0

A- = 1,3

B+ = 1,7

B = 2,0

B- = 2,3

C+ = 2,7

C = 3,0

C- = 3,3

D+ = 3,7

D = 4,0