Process for Inter-unit (formerly "Joint") Degree Programs

As of 11/5/2020

Inter-unit (formerly "Joint") Degree

A student may pursue an academic course of study which stipulates completion of all or most of the requirements of two distinct academic degree programs, administered by two or more schools or campuses within the University, for which two degrees are awarded.

Process

1. The schools or campuses submit the proposal for the inter-unit degree program using Curriculog.
   a. For undergraduate level inter-unit degree programs the tuition will be a blended rate of 50% of the current rate for each of the two participating schools/campuses.
   b. The default for graduate level inter-unit degree programs will a blended rate of 50% for each school. For more complex graduate level inter-unit degree programs, consideration will be given to a different split for the blended rate. Note that the spilt used for tuition purposes will also be used for the Tuition Incentive Program split. A Tuitions and Fees form, which is available in Curriculog, should be included with the proposal when a split other than a 50/50 split is requested.
2. Upon Provost approval of the inter-unit degree program the Office of the University Registrar will coordinate the implementation of the program.
   a. Since both degree programs already exist in PeopleSoft new plan codes are not necessary. The schools/campuses should work together to ensure that students are admitted to each of the individual plan codes that make up the inter-unit degree program.
   b. A student group will be created for each combination of schools/campuses offering inter-unit degree programs. In the event there are multiple tuition rates within a participating school/campus, additional student groups may be needed. This should be determined during the implementation of the inter-unit degree program.
   c. The Registrar's Office will send a memo to the Deans, those who created the proposal, and other administrative offices.
      i. The Subject field of the memo will indicate the information contained in the memo is for an inter-unit degree program.

      ii. The code and description of the student group, new or existing, along with the percentage of the split for tuition and TIP will be included in the body of the memo.

      iii. An email will also be sent to the designated staff in Student Financial Services and PittIT-Analytics-Data Engineers to ensure they are aware of the new inter-unit program.

d. The schools/campuses will need to determine who will need access to add and maintain the student group. To gain access, a Federated Authorization Request from the school/campus's Security Contact requesting access to 1) a PeopleSoft Security Role (if needed) and 2) the specific Student Group (row level security) is required. This request would be processed by the Pitt IT Security Team. If they are new to the use of student groups they can request documentation and training from the Registrar's Office.

e. Each student who is participating in the inter-unit degree program must be added to the student group at the point they are admitted to the second school/campus.   The effective date for the student groups should be July 1 for a Fall term start, November 1 for a Spring term start, and April 1 for a Summer term start.

f. Student Financial Services will add the student group with the blended tuition rate to the tuition tables in PeopleSoft.

g. Pitt IT – Analytics – Data Engineering will add the student group**,** the relevant academic plans, and the percentage of the splits, provided by the Registrar's Office, into the (Cognos) database table, UD_JOINT_DEGREE_SPLIT, developed for TIP.

h. If a student decides to terminate their participation in the inter-unit program the school/campus associated with the degree that the student is terminating should discontinue the plan code for their degee and inactivate the student group.