

# Marywood University

## Policies and Procedures

### Concurrent Degree Policy

#### Policy Statement

Marywood University offers undergraduate and graduate students the opportunity to pursue concurrent degrees and receive official diplomas for each degree. The purpose of this policy is to provide guidelines for students who wish to pursue concurrent degrees and ensure that students meet the academic standards and requirements for both degree programs while maintaining a manageable course load.

#### Procedures:

The following guidelines are applicable to concurrent degree applications at Marywood University:

1. **Eligibility:** Students must have completed at least one semester at Marywood University and have a minimum GPA of 3.0. Approval from the Chairs/Directors of both degree programs is required.
2. **Application Process:** Submit a Concurrent Degree Application Form to the Registrar's Office. Provide a detailed plan of study outlining how the requirements for both degrees will be met. Obtain written approval from the department heads of both programs.
3. **Academic Requirements:** Students must fulfill all the requirements for both degree programs. A minimum of 30 unique credits must be completed for each degree. Overlapping courses may count towards both degrees, but at least 50% of the credits for each degree must be unique to that program.
4. **Academic Fees:** Students must pay any additional program and course fees associated with earning a concurrent degree and with each degree program.
5. **Advising and Monitoring:** Students must meet with their academic advisors at least once per semester to review their progress. Advisors will monitor the student's academic performance and provide guidance to ensure successful completion of both programs.

6. Graduation: Both degrees will be awarded simultaneously upon the successful completion of all requirements. Students will receive two diplomas, one for each degree completed.

7. Withdrawal: Students may withdraw from one or both of the degree programs at any time by submitting a written request to the Registrar's Office.

8. Exceptions: Any exceptions to this policy must be approved by the Academic Council.

**Definitions:**

Primary Goal – A primary goal describes the main undergraduate or graduate degree pursued by a student. Upon completion of degree requirements for the primary goal, students receive a single degree diploma.

Concurrent Degree – A concurrent degree describes the pursuit of two primary goals by an undergraduate or graduate student. Upon completion of both primary goal degree requirements, students receive two-degree diplomas.

**Policy History:**

**12/16/2024: The President of the University accepted the proposal to establish this Policy as recommended by the Policy Committee of the University at their December 13, 2024 Policy Committee of the University meeting.**

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**Mary Theresa Gardier Paterson, Esquire  
Secretary of the University and General Counsel**