

DRAFT Partnership Agreement and Student Pathway Plan  
OSU/UO Joint Graduate Program in Bioengineering

**Motivation and principles that overarch the program**

The UO and OSU seek to establish a joint graduate program in Bioengineering owing to the many benefits that a joint program will provide relative to establishing independent programs on each campus. These benefits include:

1. Enhancing student education by tapping broader and deeper faculty expertise in the collaborative development and delivery of educational content,
2. Promoting student learning by integrating new pedagogical techniques (hybrid on-line, immersion courses, etc.),
3. Building enhanced research collaborations between the two campus that result from frequent, substantive faculty and student interactions,
4. Elevating the joint program's national brand, rankings and recruiting success by tapping a larger critical mass of faculty mentors and expertise,
5. Advancing education and accelerating research progress by sharing complementary educational and research facilities,
6. Improving student employment opportunities through a broader network of external relationships.

**Degrees to be granted**

Joint degrees:

Doctor of Philosophy (PhD) in Bioengineering

Master of Science (MS) in Bioengineering

Commented [nj1]: This will be earmarked as MS "in passing" in the proposal

**Starting date**

Fall 2020

**GUIDING OBJECTIVE**

Students will have, from an academic perspective, equal standing at both universities. A guiding principle in the administration of the joint program is that all students on either campus are permitted equal access to all facilities, systems, and services at both universities; all administrative processes, procedures, and policies should support that principle. Students that are participants in the program will:

- Be issued student ID cards and ID numbers from both universities,
- Have access to libraries and research facilities on both campuses,
- Be eligible to enroll in programs and courses at both universities, and
- Receive a diploma jointly issued by both universities.

Commented [nj2]: Next steps: Nathan will determine who at UO is responsible for issuing DuckID and UO ID numbers and determine procedure to implement this policy. Adam H. at OSU will determine how to implement this policy at OSU.

**ACADEMIC AFFAIRS**

**Course formats**

Courses will be taught on both campuses and through on-line or hybrid on-line formats.

### **Policies and policy development**

Academic policies and procedures pertaining to graduate studies will adhere to those set out by the Graduate Council and the Graduate Schools of UO and OSU. In some cases, the policies of the program will be defined as more stringent than the minimum requirements in place at the two institutions. Such policies will be clearly spelled out in the student handbook. In the event that institutional policies at OSU or UO are in conflict, the student or faculty will be bound to the policies in place at their home campus.

### **Dissertation/Thesis Committees**

The program will establish guidelines and procedures for establishing dissertation/thesis committees that meet as many of the requirements at both OSU and UO as possible. In the case of conflict, the policies in place at the home campus will be implemented.

### **Faculty status**

The Graduate Faculty of the program will be appointed and approved according to the policies in place at OSU and UO.

### **Libraries**

Faculty and students will have access to library services and resources on both campuses so long as they are enrolled in the program.

## **STUDENT SERVICES**

### **Admissions**

Initially, the joint program will leverage the existing infrastructure in place at OSU to process student applications. Admissions will conform to the policies of both campuses regardless of the home campus selection. Applicants to the program shall satisfy all admissions criteria at both OSU and UO. Should any criteria have different standards, (e.g., TOFL), students must satisfy the higher standard. An admissions committee comprised of representatives from both campuses will review and make recommendations for admission.

### **Home campus**

Students in the program will have access to all training and research related resources at both campuses (including libraries, core research facilities and courses) but will elect one of the two institutions as their "home campus". The home campus will serve as their administrative home and manage all aspects of the student experience that must be tied to a location (e.g., tuition and fees, health services, other student services and transcribing). The home campus will typically be the institution that is the student's predominate research location.

All students will have the opportunity, if needed, to change their home campus upon selection of their primary research advisor, typically during or at the end of the first academic year. In the unusual situation that a student needs to change home campus later in their graduate studies, they may request a change through a petition to the Chair

**Commented [nj3]:** Next steps/points to clarify:

- application fee settle-up (maybe state this is part of the "tuition settle up" process detailed below?)
- Application/admission process is currently the way that students administratively "get into the UO grad school system". If they apply @ OSU there would need to be an alternate mechanism

of the program's executive committee, or a person(s) designated by the executive committee to review such petitions. Once a student has advanced to candidacy, a change of home campus petition will only be reviewed for extenuating circumstances outside the student's control.

### **Registration**

Students will have access to registration at both OSU and UO and will enroll directly in the courses they take. When applicable, students will register for dissertation credits (BIOE 603), or thesis credits (BIOE 503), at their home campus. OSU and UO will share registration information as needed to confirm that students satisfy continuous enrollment criteria as established by the Graduate Schools at each institution.

**Commented [nj4]:** Next steps:

Julia Pomerenk will confer with OSU registrar about:

- actual implementation for registering at partner campus
- sharing of information to verify continuous enrollment
- process for students to not pay tuition at partner campus at time of enrollment (partner campus will receive compensation as part of program tuition settle-up process)

### **Student records, transcripts and diplomas**

Both institutions will keep records of the academic work accomplished by the student on each campus. The registrar's office at each institution will share information to keep the records current for each student on both campuses.

**Commented [nj5]:** Next steps:

Julia Pomerenk will confer with OSU registrar about implementation of this policy, as well as best practice for when and how often to execute the sharing of records

### **Tuition and fees**

Tuition and fees will be assessed and paid based on the students' home campus.

### **Funding**

Unless a student has external funding (e.g., NSF Graduate Research Fellowship Program), PhD students will be funded through research grants. The joint program will, wherever possible, work to establish packages (stipends, etc.) that are uniform across the two institutions. There are no centrally funded GEs allocated to this program.

### **Financial aid**

Students will have access to financial aid through their home institution.

**Commented [nj6]:** Note: Julia Pomerenk volunteered to share this document with Jim Brooks (financial aid director) to keep him informed

### **Advising and academic review**

Formal academic advising and counseling prior to admission of students into the joint program will generally be carried out by faculty and advising staff. Students will be subject to the policies and procedures detailed in the program student handbook. The student handbook will be reviewed annually by program faculty and updated when necessary.

### **Student privileges**

Students in the program will have the same privileges as other similarly situated graduate students including representation on committees, councils and task forces as well as participation in school and university committees at their home campus.

### **Student conduct**

Students participating in the program will be required to comply with the conduct standards at both institutions. Each institution may elect to pursue conduct proceedings in cases of misconduct. Students found in violation of conduct codes may receive sanctions from each institution. UO and OSU reserve the option to decide that only one

institution will process a case of misconduct. The two institutions will create a process for reporting to the other when the institution has undertaken student conduct actions.

### **Student grievances**

Student grievances shall be heard through the grievance process of the partner institution that employs the person against whom the grievance is made.

For cases of academic grievance, students shall notify the executive committee Chair or Co-chair who represents the student's home campus, who will initiate the grievance process in place at that institution either through the College of Engineering at OSU or the College of Arts and Science at UO.

### **Accessibility Accommodations**

OSU and UO are both committed to creating and sustaining inclusive environments. Students participating in the joint graduate program will have complete access to the accessibility programs, accommodations, and services at both campuses. Any accommodations needed to ensure success in courses should be requested through the institution delivering the course.

### **Degree awarding**

Students who complete the program requirements will be awarded a joint degree from the University of Oregon and Oregon State University. Upon completing the curriculum, students will apply to both UO and OSU for graduation. UO and OSU will create a process for awarding the official joint degree in both the UO and OSU student information systems. UO and OSU will generate official transcripts upon students' request showing conferral of the joint degree.

## **GOVERNANCE AND ADMINISTRATION**

### **Governance**

The joint program will be governed by an executive committee consisting of faculty, student representatives, and administrators. The executive committee will oversee all major decisions concerning curriculum, budgets and admissions, subject to each partner's standard policies and procedures. The executive committee shall establish academic requirements and evaluate program statistics and student status. The executive committee will report to the Dean of the College of Engineering at Oregon State University (OSU) and Executive Director of the Knight Campus for Accelerating Scientific Impact (UO) (or their designees), who will have final approval authority.

The executive committee will consist of six voting members, four ex officio non-voting members, and two non-voting administrators. Voting members will include a Chair, Co-Chair, and four additional program faculty, two each from OSU and UO. Ex officio members include a program advisor from each institution and a student representative from each campus.

The six voting members will be elected from within the program core faculty and will be elected for two-year terms, with the exception of the Chair, who will succeed automatically and without election to the office of Chair after serving a two-year term as Co-Chair and remain on the committee for the two-year term of that office. Nominations for the upcoming Co-Chair must be from faculty at the alternate institution as the existing Co-Chair to ensure that OSU and UO alternate Chair and Co-Chair roles in the executive committee.

The executive committee shall appoint an admissions committee, advisory committee, and any additional standing committee(s) or ad hoc committee(s) as it deems necessary.

#### **Admissions committee**

A joint admissions committee, appointed by the executive committee, will formulate admission requirements, rank student applications, interview them, and make the final recommendation for admission. Minutes regarding the ranking will be kept by program staff. The admissions committee will also track application statistics and share with the Graduate Schools of UO and OSU. Acceptance and rejection letters will be distributed to the applicants by the executive committee Chair or their designee.

#### **Advisory committee**

A joint advisory committee will include the executive committee Chair (ex officio) and Co-Chair (ex officio), a representative from OSU, a representative from UO, and representatives outside of OSU and UO. The advisory committee will be responsible for advising whether the program objectives have been met and for evaluating curriculum.

#### **Management**

The OSU College of Engineering and UO Knight Campus for Accelerating Scientific Impact will assure adequate program staffing to assist with admissions, marketing, student administrative advising, student support, faculty support, program coordination, and compilation of statistics (student course completion rates, student status), alumni relations, NWCCU accreditation, and other administrative duties.

#### **Tuition tracking and settle up**

As detailed above, tuition and fees will be assessed and paid based on home campus. The executive committee shall track courses taken on the partner campus and establish a process whereby tuition funds will be transferred between campuses such that each institution receives appropriate tuition and fees on the basis of enrollment in the courses it offers through a settle up process.

#### **Budget**

All expenses incurred will be in accordance with a budget approved by the executive committee. In the event that expenses are expected to exceed the approved budget, a budget revision must be approved in advance by both the Dean of the College of Engineering at Oregon State University or designee (OSU) and the Executive Director of the Knight Campus for Accelerating Scientific Impact or designee (UO). The program

**Commented [nj7]:** Next steps:

Jim has requested a meeting with Brad Shelton to discuss details on this process and sign off on approval.

Might be worth explicitly stating part of the fees mentioned are to provide access to university services at partner institution (library/student union, etc.)

governance bodies described herein will meet routinely to review budget information and ensure program revenues and costs are on track with the budget. Each academic year program staff will present a budget for the program to provide a joint financial statement. This joint financial statement will consolidate and reconcile revenues and costs incurred by UO and OSU over the previous year.