

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. A [checklist](#) is available to assist in the preparation of a proposal. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: C.P. Huang phone number: 302-831-8428

Department: Civil and Environmental Engineering email address: huang@udel.edu

Date: 09/11/2014

Action: Amend graduate admission policy for Master of Civil Engineering degree for Tong Ji University students participating in the UD/TJU international education program in environmental engineering.

(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term: 15S
(use format 04F, 05W)

Current degree: MCE
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of: MCE (No change)
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name:
Proposed new name for revised or new major / minor / concentration / academic unit (if applicable)

Revising or Deleting:

Undergraduate major / Concentration: _____
(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: _____
(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: Creation of new admission plan (see attached Policy Statement)
(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: _____
(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: _____

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the

overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the [Course Challenge](#) list. If there are no new courses enter "None")

None

Supply support letter from the Library, Dean, and/or Department Chair if needed

(all new majors/minors will need a support letter from the appropriate administrator.)

Supply a resolution for all new majors/programs; name changes of colleges, departments, degrees; transfer of departments from one college to another; creation of new departments; requests for permanent status. [See example of resolutions.](#)

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

N/A

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

None

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

This new program provides us the opportunity for international collaborative activities with one of the premier engineering programs in China. Tong Ji University has the best engineering education program in China. By virtue of the program, it enables faculty members from both universities the opportunity to develop global collaboration programs. Subsequently, it gives us the first chance to recruit the very best graduate students. Moreover, it will enhance the education experience of students from both universities.

Program Requirements:

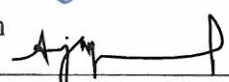
(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.) [See example of side by side.](#)

The program requirements are identical to our traditional MCE with the exception of admitting students who have not yet completed their Bachelor's degree. Our current 4+1 programs are precedent for this change. The students accepted into this program will complete their BS from Tong Ji before the UD MCE is awarded. Tong Ji University will count 9 credits course work done at UD toward the Bachelor's degree as described in the attached Supplementary Agreement #1 To the General Agreement between the University of Delaware and Tong Ji University.

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson  Date 10/22/14

Dean of College  Date 10/12/2014

Chairperson, College Curriculum Committee  Date 11/11/2014

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

Revised 02/09/2009 /khs

Policy Statement: Admission Requirements for Applicants to the UD-TJU International Education Program in Environmental Engineering

Applicants to the UD-TJU international education program in environmental engineering are expected to have completed their third year of undergraduate study at TJU towards the Bachelor of Environmental Engineering, Bachelor of Municipal Engineering, or Bachelor of Environmental Science. All other requirements for admission into the Master of Civil Engineering program remain as stated in the UD Catalog.

Frequently Asked Questions – UD/Tong Ji International Education Program in Environmental Engineering

1. Is this a “dual degree” program?

No, TJU students will receive their Bachelor’s degree from TJU and a Master’s degree from UD. They are two separate degrees.

2. Is there any dual counting of course credit?

No, 9 credits of course work taken in year 4 at UD will be transferred back to TJU to fulfill their bachelor’s degree requirements, but there is no dual counting of credits. The specific courses TJU students need to complete the bachelor’s degree are already offered by civil and environmental engineering. TJU has reviewed the courses and agreed that they will transfer them back.

3. Do the TJU students have to meet the same requirements for admission to graduate school in civil/environmental engineering as any other student?

Yes

4. Do the TJU students need to attend ELI?

No. TJU students must satisfy the English proficiency requirement (TOEFL) requirement of the department to gain admission to the program, just like any other foreign student. However, they do not have to attend ELI.

5. What is their status when they arrive at UD, are they an undergraduate or a graduate student?

They are officially a graduate student. The visa they will be on requires that they be classified as a graduate student.

6. What happens if the TJU student never completes their bachelor’s degree at TJU, do they still get the master’s degree?

No, students must show proof that they have been awarded the bachelor’s degree for them to be awarded the master’s degree.

7. What requires senate approval before this program can move forward?

These students will be admitted to the graduate program before they have completed their bachelor’s degree, at the end of their junior year. There is precedent for doing this with the 4+1 program in civil and environmental engineering, and other majors.

SUPPLEMENTAL AGREEMENT #1 TO THE GENERAL AGREEMENT BETWEEN THE UNIVERSITY OF DELAWARE AND TONG JI UNIVERSITY, REGARDING COOPERATION IN INTERNATIONAL EDUCATION PROGRAM IN ENVIRONMENTAL ENGINEERING

WHEREAS, the University of Delaware (hereinafter referred to as “UD”) and Tong Ji University (hereinafter referred to as “TJU”) have entered into a General Agreement on December 26, 2013 regarding the establishment of further linkages and collaborative activities;

WHEREAS, the General Agreement envisions cooperation in the areas of teaching, research, consultations, and faculty or student exchanges;

WHEREAS, the General Agreement requires departments or units of both parties to negotiate clarifying Supplementary Agreements for specific cooperative activities;

THIS SUPPLEMENTARY AGREEMENT, effective on XXXX 1, 2014 is made and entered into by and between the Department of Civil and Environmental Engineering in the College of Engineering, UD, and the College of Environmental Science and Engineering, TJU.

ARTICLE 1: PURPOSE

- 1.1 The purpose of this Supplementary Agreement is to describe the specific terms and conditions agreed to by the Department of Civil and Environmental Engineering at UD and the College of Environmental Science and Engineering at TJU regarding collaboration on an international education program in environmental engineering which will enable TJU students to pursue a Bachelor’s degree at TJU prior and a Master’s degree at UD (hereinafter referred to as “Program”).

ARTICLE 2: PROGRAM REQUIREMENTS

- 2.1 Students who are in their third year of study at TJU may apply to the Program under the following terms and earn a Bachelor’s degree (Bachelor of Environmental Engineering, Municipal Engineering, or Environmental Science) offered by TJU and a Master’s degree (Master of Civil Engineering or Master of Applied Science in Engineering) offered by the UD College of Engineering. Students who are completing the TJU Bachelor of Environmental Engineering degree or the Bachelor of Municipal Engineering degree will be eligible for the UD Master of Civil Engineering degree with a concentration in environmental engineering. Students who are completing the TJU Bachelor of Environmental

Science degree will be eligible for the UD Master of Applied Science in Engineering degree with a concentration in environmental engineering.

- 2.2 The Department of Civil and Environmental Engineering at UD agrees to accept up to 10 qualified students from TJU in any one academic year. The exact number of students admitted to the Program will be determined annually by mutual negotiation prior to the selection of students and contingent upon the number of qualified applicants.
- 2.3 TJU students must meet all requirements for admission to UD's graduate program in civil and environmental engineering. TJU students must also submit all required materials to the TJU program coordinator by **February 15** of their second semester, third year. The TJU program coordinator will then recommend qualified students to UD for the Program by **March 1** of each year. The UD Program coordinator will evaluate the applications and issue recommendations to TJU by March 15 of each year. Students accepted into the Program are to apply to the University of Delaware graduate program online (<http://www.udel.edu/gradoffice/apply/>) by April 30. Student acceptance into the Program is contingent upon unanimous agreement of UD and TJU and successful completion of the third year of study at TJU.
- 2.4 Once accepted into UD's graduate program, the admitted student's invitation letter will be issued by the UD Office of Graduate and Professional Education, and the F-1 form will be issued by the UD Office for International Students & Scholars.
- 2.5 Accepted students are recognized as degree-seeking graduate students at UD and enrolled in existing non-thesis Master's Degree programs offered by the Department of Civil and Environmental Engineering. Accepted students who wish to pursue a thesis Master's Degree program may do so provided that the student obtain a UD thesis advisor and a TJU thesis co-advisor, and that both the thesis advisor and co-advisor approve of the thesis topic. It is understood that students pursuing the thesis option may require additional semesters until the thesis is accepted according to the requirements of UD.
- 2.6 In all cases students are subject to the rules and regulations prescribing student conduct while at UD.
- 2.7 Without exception, the course requirements for each student are to be determined in advance of that student's acceptance to the UD Department of Civil and Environmental Engineering by the Program coordinators, with the agreement of their respective unit heads. A list of applicable courses for the Environmental Engineering major will be retained by the UD program coordinator. For each individual student, the specific requirements are to be delineated in a program of study prior to the student's departure from TJU. A copy of the program of study shall be provided to the student. An example program of study for the 2 years the student is enrolled at UD is shown below:

Year @ UD	Fall	Spring
1	CIEG666* – Special project (3) Grad #1 (3) Grad #2 (3)	CIEG433* - Hazardous Waste (3) CIEG635* – Air pollution (3) Grad #3 (3)
2	Grad #4 (3) Grad #5 (3) Grad #6 (3) Grad #7 (3)	Grad #8 (3) Grad #9 (3) Grad #10 (3)

* denote courses to be transferred back to Tong Ji to complete undergraduate degree
 "Grad #" denotes graduate classes taken toward completion of the UD Master's degree

Any modifications to the program of study must be agreed to by the program coordinators and the student shall be notified of the changes in a timely manner.

- 2.8 Credits earned for courses successfully completed at UD will be applied towards the student's Bachelor of Science degree at the discretion of, and according to, the policies and standards established by, TJU. Students must meet credit requirements of both institutions. Credit from a single course may not be applied to both degrees.
- 2.9 Tong Ji University will provide a letter when the Bachelor's requirements have been met. This letter will be required in order for the students to file an Application for Advanced Degree for the MCE at Delaware. Tong Ji University will provide an official transcript to the University of Delaware Office of Graduate and Professional Education once the Bachelor's degree has been awarded.

Article 3: COMMITMENTS OF UD

3.1 UD assumes the following commitments:

- 3.1.1 Provide TJU with information and materials to advertise the Program.
- 3.1.2 Accept TJU Program students as full-time, degree-seeking graduate students in Environmental Engineering prior to the completion of their Bachelor of Science degree programs at TJU. Students will enroll at UD for their first two semesters of graduate study to run concurrent with the final two semesters of undergraduate study at TJU.

TJU students participating in the Program will not be eligible for the UD Master of Civil Engineering degree or Master of Applied

Science in Engineering degree unless and until they have been awarded a Bachelor of Science degree by TJU and complete the admission requirements for the UD Master of Civil Engineering or Master of Applied Science in Engineering degree.

3.1.3 Allow TJU students to complete a research project under CIEG 666 Independent Study at UD to prepare the TJU senior thesis. TJU students are ultimately responsible for fulfilling the thesis requirements set by TJU.

3.1.4 Upon the written request of students participating in the Program, provide TJU a transcript of completed courses and grades attained during the first two semesters of study at UD.

Article 4: COMMITMENTS OF TJU

4.1 TJU assumes the following commitments:

4.1.1 Provide UD with a roster and all materials of recommended applicants to the Program by **March 1** of each year.

4.1.2 Provide UD with the degree status and complete transcripts of all students participating in the Program in a timely manner prior to their enrollment at UD.

4.1.3 Assign credit toward each student's TJU Bachelor of Science degree program according to TJU policies and procedures.

4.1.4 Award a Bachelor of Science Degree to students participating in the Program upon successful completion of their first two semesters at UD, provided that the students have satisfied all academic requirements and financial obligations established by TJU for completion of the TJU degree program.

ARTICLE 5: PROGRAM COORDINATORS

5.1 The partner units will each designate a faculty or staff member to be in charge of the Program. As of the signing of this Supplementary Agreement, the two program coordinators are:

For the UD Department of Civil and Environmental Engineering

Name: Chin-Pao Huang
Title: Donald C. Phillips Professor
Phone: +1-(302)-831-8428
Fax: +1-(302)-831-3640
Address: 352A Dupont Hall
Newark, DE 19716
Email: huang@udel.edu

For the TJU College of Environmental Science and Engineering

Name: Huiping Deng
Title: Associate Dean
Phone: +86 21 65982688
Fax: +86 21 65986313
Address: 1239 Siping Road
Shanghai 200292
P.R. China
Email: denghuiping@sina.com

In keeping with Article 3.22 of the General Agreement, the respective unit heads may designate alternative individuals at their discretion and in coordination with each university's principal point of contact.

- 5.2** The program coordinators are responsible for the organization and scheduling of all aspects of the students participating in the Program. Their duties include the selection of courses appropriate for each student's program, advisement of students, and the timely transmittal of transcripts to the partner universities. The validation of these grades and the awarding of degrees is the responsibility of each of the partner institutions for their own respective degrees.

The UD coordinator is also expected to liaise with the Office of Graduate & Professional Education and the Office for International Student and Scholar Services regarding student participants in the Program. In order to ensure timely admission, the coordinators agree to be in contract with one another by **March 1** regarding the number of students to enroll in the program for the following semester.

ARTICLE 6: TUITION & FEES

- 6.1** Students participating in the Program are registered as full-time degree-seeking students and pay tuition, fees, health insurance, books, living and travel expenses, and all other costs to UD during the period when taking UD courses.
- 6.2** During the first year of study at UD, TJU students accepted into the Program will receive a tuition scholarship from the UD College of Engineering in the amount of one-thousand US dollars (\$1,000).

ARTICLE 7: THE WELCOMING AND HOUSING OF STUDENTS

- 7.1** The partner units and respective program coordinators will make every effort to find housing for the visiting students, but the students are ultimately responsible for the arrangements and costs of their stay at the host university. As per the governing General Agreement, neither institution is obligated to undertake any additional financial obligations as a result of this Supplementary Agreement between the partner units.

- 7.2 Except in the case of a special additional arrangement between the two partner units at the time of the writing of a student's program of study, the cost of any intensive language courses in the host country's language will be the responsibility of the student in question. There are no special scholarships or fellowships to cover the cost of these courses.

ARTICLE 8: VALIDITY AND TERMINATION

- 8.1 This Supplementary Agreement will come into effect on December 31 , 2014 and shall be considered to be in force and valid until December 30, 2017. It shall be renewed by written mutual agreement for subsequent terms unless either party is formally notified by the other through written notice of a desire to terminate or alter the Agreement, or if the governing General Agreement is terminated. Such notice must be received no less than sixty (60) days prior to the termination date. Either party may terminate this Agreement.
- 8.2 Such a request for termination shall not prevent the continuation of activities already underway.

*** * * * ***

IN WITNESS THEREOF, the parties through duly authorized officials do execute this General Agreement.

UNIVERSITY OF DELAWARE

By: _____
Babatunde Ogunnaike
Dean, College of Engineering

Date: _____

By: _____
Harry W. Shenton III
Chair, Department of Civil
and Environmental Engineering

Date: _____

Tong Ji University

By: _____
DAI Xiaohu

Date: _____

**Dean, College of Environmental Science
And Engineering**