

Updated January 13, 2004

International Degree Process for Advisors/Departments:

ADMISSION TO ID PROGRAM

1. Student files an Application Form with the International Degree (ID) Office, Snell 444
2. The ID office sends Application Action Form to the appropriate person (advisor, faculty member, chair, etc.) in the student's primary department for approval to be admitted into the ID program.
3. The appropriate person in the department signs the form to approve or deny the student's admittance into the ID program and returns the form to the ID Office, Snell 444.
4. The ID office sends an acceptance letter to the student.
5. The ID office files the Change of Major Form with the Registrar's office in order to add the international degree to the student's current academic program.

ID GRADUATION CHECKLIST

1. The ID office sends a copy of the student's acceptance letter to the department, along with the Graduation Checklist for International Degree Requirements Form.
2. Supporting documents that the academic advisor should receive prior to the student's graduation:
 - Experience Abroad Approval Form
 - Language Proficiency Certification Form
 - Senior Thesis Proposal and Timetable Form

THE GRADUATION AUDIT

The Academic Department or College completes the student's graduation audit for the International Degree and submits to the Registrar's Office.

Questions can be directed to the ID office