



TEXAS TECH UNIVERSITY

Office of International Affairs

## Joint Degree Checklists

A joint degree program is when participants complete degree requirements at two separate universities and receive one degree/diploma with seals from each university on that one diploma. SACSCOC requires that international partner institutions participating in a joint degree program submit documentation equal to a mini accreditation process.

- Establish course equivalencies between partner universities
  - Those programs which will involve TTU students should include a list of courses offered in English by the partner university
- Complete Partnership Proposal Form and have department chair and college dean sign
  - Submit Partnership Proposal Form to OIA
- Work with Partnership Administrator to complete joint Degree Guidelines to ensure SACSCOC compliance
  - This will require significant cooperation from partner institute
  - Once Guidelines are complete, submit final copy to Agreement Administrator to file
- Work with OIA on agreement draft
  - OIA Partnerships Administrator will obtain legal review and approval
  - Administrator will negotiate with international partner
- Signature Process (Partnerships Administrator will guide this process)
  - Sign Agreement on TTU side
  - Send to Partner for their signatures
    - You may be asked to help provide partner addresses
- Submit agreement to SACSCOC through Partnership Administrator and SACSCOC liaison
  - SACSCOC now requires a \$7500 review fee for collaborative degree programs. Departments must submit funds (FOP) for this fee at time of submission to SACSCOC.
  - Obtain program approval from SACSCOC – **minimum** six months required
- Begin program implementation