



TEXAS TECH UNIVERSITY

Office of International Affairs

Dual Degree Checklists

A dual degree program is when participants complete degree requirements at two separate universities and receive two separate degrees/diplomas, one from each university.

- 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
- Complete Dual Degree Guidelines to ensure SACSCOC compliance
 - Partnership Administrator will provide blank guidelines
 - This will require 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 acknowledgement of SACSCOC receipt – **minimum** six months required
- Begin program implementation