

IR Major Degree Sheet Instructions

DUE DATES:

To ensure that IR major degree sheets are ready for the University's due dates, **please turn in all required documents to the IR Office by the following dates:**

Monday, Oct 4th - For students graduating in February 2011 (due to Dowling Oct 8)

Monday, Nov 8th - For students graduating in May 2011 (due to Dowling Nov 19)

Please note that IR due dates are earlier than Dowling's because there is a 3-5 day turn around time within the IR Office. Once approved and signed by the IR Director, students can then submit their degree sheet to Dowling.

REQUIRED DOCUMENTS:

1. **University Degree Sheet** - Complete all Parts (I – III) and print directly from WebCenter. (See reverse for additional instructions)
2. **IR Planning and Concentration Form** – “Part A” and the appropriate “Thematic Concentration Form – “Part B”.
3. **For Double Majors** – Fill out both sides of the IR Planning and Concentration Form as well as your Second Major Concentration Form. Please note that you will have two Part III pages (one for each major).

*All IR forms are available on the IR website or in the IR Office (Cabot 605).

REQUIRED SIGNATURES (before you bring to the IR Office):

1. **IR Advisor signature** on the university degree sheet (Part III section).
* Make sure they do not sign in the Dept. Chair area
2. **For Double Majors** –Please have your second major paperwork signed by your second major advisor and Dept Chair in the appropriate Part III section.

Instructions for Completing University Degree Sheet Part III: Major Concentration Requirements

In addition to Parts I and II on the WebCenter Degree Requirements form, every student must complete a Part III for each major. Part III has 4 sections as follows:

Major Courses Completed

List all IR Core and/or Thematic Concentration courses here that you have already completed (including transfer/study abroad courses).

Major Courses in Progress

List all IR Core and/or Thematic Concentration courses here that you are currently taking this semester.

*Major Courses To Be Taken

List all IR Core and/or Thematic Concentration courses here that you plan on taking next semester.

Related Fields

List all your IR Language Requirement courses here (including completed, current, and to be taken).

PLEASE NOTE: Only the Core and Thematic Concentration courses (NOT the language courses) will be used to calculate your academic honors eligibility. To learn about the academic honors requirements, please see the Tufts Bulletin.

Avoid The Most Common Mistakes Made on Degree Sheets

Only a C- or better for an IR required course is acceptable - Students must receive a grade of C- or better to count a course in the IR major, whether it is taken at Tufts or at another institution. Courses taken Pass/Fail cannot be counted within the major.

If exempt from a language, students **MUST** have a letter on file in the IR Program Office confirming the exemption.

Making changes without notifying the IR Office - If you make course changes that affect your degree sheet in any way, you need to notify the IR Office and secure approval for any substitute courses.

A course counted towards one Requirement group (Core, Thematic, Language) may not be double counted toward another Requirement group.

At least 7 courses must be taken to fulfill the Thematic Concentration Requirements. While it may be possible to complete the requirements within a Thematic Concentration (e.g. Social Science, History, Culture) in fewer than 7 classes, a minimum of 7 courses must always be taken.

Do not list all courses you have taken that relate to international relations. Please list the courses you are using to complete your IR major requirements. (12 courses + language)