

**Master of Interdisciplinary Studies (INST)
(MA)
Application Check-Off List**

Name _____ ID# _____

- Review Program Description from Catalog
- Initial meeting with AVP of Academic Programs
- Preliminary Proposal
 - Detailed description of program
 - Rationale
 - Professional academic objectives to be achieved
 - Evidence that proposed course work does not duplicate existing degree programs on campus
 - Preliminary description of thesis topic or graduate project
 - Justification for specific courses explaining relevance of each course to INST program
 - List undergraduate courses completed in preparation for proposed INST program
 - List prerequisites you will need to take prior to approval of classified graduate standing
 - List possible alternate courses for INST program
- Program Proposal Form
 - List members of INST Committee and indicate chair
 - Chair of committee is from a graduate department
 - Get signatures of all committee members
 - Get signatures of:
 - department chair(s)
 - graduate coordinator
 - school dean of department offering graduate program
 - AVP of Academic Programs

For office use:

- Application for Master of Interdisciplinary Studies: completed and turned in
- Student file prepared
- Enter Graduate Student Code into Banner (GRA1, GRA2, etc.)
- University Application
- Transcripts