

Five College International Relations Certificate: Student Record

Students are encouraged to use this form to consult with their certificate advisor, plan for both which courses to take and for completing all certificate requirements. Students are expected to finalize this form with their certificate advisor and attach a copy of their unofficial transcript during the final semester of their senior year: no later than **November 1** for fall/January graduates, and **April 1** for spring/May graduates.

More information about certificate program requirements can be found at www.fivecolleges.edu/international/certificate.

Courses recommended for the certificate are listed at the program website: www.fivecolleges.edu/international/courses

Student Name (as it would appear on the certificate):	Institution:
Student ID number:	Expected date of graduation (month and year):
Campus Email:	Major:
Permanent Email (best way to contact you after graduation):	Five College International Relations Program Advisor Name (print):
Phone:	
Permanent Address (certificate is mailed to the address provided, normally in July following the date of graduation):	

To be completed by the Advisor:

The aforementioned student has completed all of the certificate requirements. I recommend to the Five College International Relations Committee that this student be awarded the certificate.

Advisor Signature: _____ **Date Submitted to Committee:** _____

The International Relations Committee reviewed this form and agreed to award the certificate on this date: _____

Courses:

Institution	Course title	Department	Course #	Semester	Year	Credits	Grade Pending ? (Y/N)	Grade B or Better (Y/N)
1. Introductory World Politics								
2. Global Institutions & Problems								
3. International Finance or Commercial Systems								
4. Modern International Relations History								
5. American Foreign Policy								
6. Foreign Language*								
7. Foreign Area Studies (two courses)								

*If foreign language requirements fulfilled by means other than a course, please specify how language proficiency was verified:

Instructions to the program advisor for submitting certificate completion documents:

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1. Meet with student to review requirements and ensure form is completed accurately. Verify that minimum grade requirement has been met (indicate with “yes” or “no”). Clearly mark any courses for which the grade is pending (in progress at the time the documents are submitted). Any in progress grades can be verified after the documents are submitted for processing.
Note: In order to protect the student’s privacy, please do not include specific grades on this form. **Do not email student’s grades or transcripts, as electronic communications are not considered sufficiently secure.**
 2. Sign and date the form to indicate the advisor’s recommendation of this student for the certificate award.
 3. Submit the form **with a copy of the student’s (unofficial) transcript** to the Five College program Committee or Council overseeing the certificate for final review.
 4. If the Five College program Committee or Council agrees to award the certificate to the student, the documents should be submitted to the Five College staff liaison for final processing by **December 15** for fall graduates and by **April 30** for spring graduates. **Please remove the student’s transcript before submitting this form to Five College staff (to protect student’s privacy).**
 5. The certificate award will be noted on the student’s transcript by the appropriate campus registrar. A hard copy of the certificate is normally mailed to the student from Five Colleges, Inc. in July following the student’s date of graduation.
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