

DUKE UNIVERSITY

TENTATIVE APPROVAL OF COURSES TAKEN IN THE UNITED STATES AT ANOTHER INSTITUTION

***NOTE TO THE STUDENT:** Please read the accompanying instructions carefully before completing this form, and submit with attached copies of 1) an official course schedule indicating the meeting times and days for the course, 2) the school's academic calendar, and 3) a course syllabus (if available).*

Student's name: _____ **Student ID Number:** _____ **Student's e-mail address:** _____

Four-Year Institution: _____ **Location where course(s) to be taken:** _____

Credit System:* Course Semest. hr. Qtr/Trimest. hr. **Dates of Attendance:** from _____ to _____, _____(year)
(circle one)

A 3-4 semester hour course (or a 5-6 quarter/trimester hour course) is equated as one full course at Duke. Note also that for transfer as 1.0 course credits, a course taken in the summer must meet for a minimum of **35 full hours over a period of at least three full weeks.*

DEPARTMENTAL AUTHORIZATION: *(for official use only)*

| Course No. | Duke Equivalent <i>(if any)</i> | Recommended Area of Knowledge [†] <i>(see note below)</i> | Signature of Director of Undergraduate Studies in the corresponding Duke department | Printed name of DUS |
|------------|------------------------------------|--|--|---------------------|
| 1) _____ | _____ | _____ | _____ | _____ |
| 2) _____ | _____ | _____ | _____ | _____ |
| 3) _____ | _____ | _____ | _____ | _____ |
| 4) _____ | _____ | _____ | _____ | _____ |

[†]For 888/999 equivalents only, if appropriate: **ALP, CZ, NS, QS, or SS** *Note: Students seeking Modes of Inquiry codes should know that there is a separate process for coding of transfer courses for Modes of Inquiry, described on T-REQS at: http://t-reqs.trinity.duke.edu/documents/TransferModesofInquiryForm_002.pdf*

DEAN'S APPROVAL: *(for official use only)*

| No. of contact hours in above-referenced course | | | | Amount of credit approved, subject to credit limitations: |
|---|-----------------|-------------------|-------|--|
| 1) (Days of instruction _____ | Hours/Day _____ | total hrs: _____) | _____ | I have reviewed the credit equivalency of the courses at left and find that they meet the requirements for transfer as course credit at Duke University in the amount indicated. _____ Date: _____ Academic Dean's Signature |
| 2) (Days of instruction _____ | Hours/Day _____ | total hrs: _____) | _____ | |
| 3) (Days of instruction _____ | Hours/Day _____ | total hrs: _____) | _____ | |
| 4) (Days of instruction _____ | Hours/Day _____ | total hrs: _____) | _____ | |

Authorization by the appropriate Director of Undergraduate Studies and approval by the Academic Dean are required.

SUBMIT FORM TO: **ACADEMIC ADVISING CENTER** (if your academic dean is on E. Campus) or
TRINITY COLLEGE DEAN'S OFFICE, ROOM 011, ALLEN BUILDING (if your academic dean is on W. Campus)

DUKE UNIVERSITY
Trinity College of Arts and Sciences

**CREDIT FOR COURSES TAKEN IN THE UNITED STATES AT ANOTHER
ACCREDITED FOUR-YEAR DEGREE-GRANTING INSTITUTION**

A. LIMITATIONS ON AMOUNT OF CREDIT

A full-time degree candidate in Trinity College of Arts and Sciences may receive credit toward the Bachelor Degree for a limited number of courses taken at other four-year degree-granting institutions after matriculation. The following limitations apply:

1. No more than two courses may be transferred from an institution in the United States, whether in the summer while the student is regularly enrolled at Duke or while on leave of absence from the College. (See the *Bulletin* sections on special “Agreements with Other Universities” and on “Study Abroad” for limitations on credit that can be earned through these programs.)
2. Students who matriculated at Duke as transfer students or with transfer credit must also be aware of the minimum residence requirement (see *Bulletin*).

Note: In total, no more than ten transfer courses completed after matriculation (including credits earned at a domestic institution or on an approved non-Duke study abroad program) may be counted toward the Bachelor’s Degree.

B. ELIGIBILITY FOR TRANSFER CREDIT

Students in good standing who wish to receive credit at Duke for courses taken at another accredited U.S. four-year college or university must complete such work with grades of C- or better. NO TRANSFER CREDIT IS GRANTED AT DUKE FOR COURSES TAKEN ELSEWHERE ON A PASS/FAIL BASIS. No credit will be accepted for course work taken while students are withdrawn voluntarily.

STUDENTS CANNOT RECEIVE TRANSFER CREDIT FOR COURSES OFFERED ONLINE OR FOR COURSES TAKEN IN A JUNIOR OR COMMUNITY COLLEGE.

C. TRANSFER COURSE EQUIVALENCY

Credits. The unit of credit at Duke is the semester course. A 3 or 4 semester-hour course taken elsewhere is equated as one course at Duke for students transferring 1 or 2 courses. Courses taken at a university on the quarter system—such institutions are especially

numerous in California—must yield 5 or 6 quarter-hours of credit to transfer as a full course. A 4 quarter-hour course will not yield a full course credit at Duke. **Note also that for transfer as one course, a course taken elsewhere in the summer must meet for thirty-five (35) full hours over a period of at least three (3) full weeks.**

Curriculum Requirements. Transfer courses may meet Area of Knowledge requirements when they have been equated with specific Duke courses that meet these requirements, e.g., a course transferred as History 91 will satisfy a Civilizations (CZ) requirement. A transfer course with no Duke equivalent (identified as 888 for lower-level and 999 for upper-level courses) may, upon review, receive an Area of Knowledge designation. The Director of Undergraduate Studies (DUS) who reviews the course for transfer recommends the Area of Knowledge at the time of signing the tentative course approval form. Final approval of the Area of Knowledge is given by the Academic Dean.

There is a separate procedure in place by which students may apply for a particular Mode of Inquiry. Students must submit a “Transfer Course Modes of Inquiry Request Form” together with appropriate documentation to the Transfer Course Coding Committee, at 011 Allen Building, by the deadline noted on the form. (Completion of the form and provision of documentation does not guarantee that the request will be approved by the committee.)

Small Group Learning Experience. In general, courses described as seminars or tutorials completed at other institutions *will not* automatically satisfy the Small Group Learning Experience requirements in Trinity College. Specific information pertaining to course format and class size is required by the student’s Academic Dean before such courses may be designated seminars or tutorials.

Major Requirements. Because some limitations exist on the number of non-Duke courses that may count toward major requirements, students should check the information in their departmental handbooks or confer with the DUS in their major department. DEPARTMENTS ARE RESPONSIBLE FOR APPROVING COURSES THAT COUNT TOWARD THEIR MAJORS.

May 2007

Instructions to Students on Obtaining Credit Approval for Courses Taken in the U.S. at Another Institution

| | WHAT TO DO | WHERE |
|-------------------|---|---|
| Step 1 | <p>Secure approval of CONTENT EQUIVALENCY from the department that represents the discipline to be studied:</p> <ul style="list-style-type: none"> ○ Present the Tentative Approval of Courses form and an official description of the course you propose to take. (In some cases, a DUS may require a course syllabus and/or names of textbooks used in the course) ○ The DUS will sign the form if the content of the course is deemed equivalent to a Duke course. (If the course is deemed not equivalent but credit-worthy, ask the DUS whether it can be assigned an Area of Knowledge.) | From the DIRECTOR OF UNDERGRADUATE STUDIES of the appropriate Duke department |
| Step 2 | <p>Secure approval of CREDIT EQUIVALENCY:</p> <ul style="list-style-type: none"> ○ Obtain a printed copy of the official course schedule from the institution you will be attending (or its website) that clearly indicates the meeting times and days for the course along with a copy of the school's academic calendar. ○ Submit this information along with the Tentative Approval of Courses form, signed by the DUS to: <ul style="list-style-type: none"> a) Academic Advising on E. Campus (pre-majors); or b) The designated drop box in the Trinity College Dean's Office, room 011 Allen Building (declared majors). ○ The submitted materials will be reviewed to insure that the course is equivalent to a Duke "semester course credit" in terms of the number of contact hours. Your Academic Dean will specify the amount of credit that can be transferred to Duke upon completion. <p>After your Academic Dean has signed the Tentative Approval of Courses form, a copy will be faxed to the Registrar's Office and the original preserved in the Dean's Office.</p> | From your ACADEMIC DEAN's office |
| Step 3 | <ul style="list-style-type: none"> ○ REGISTER (but NOT for Pass/Fail grading or for a course offered only on a Pass/Fail basis). If offered credit options for registration, note section C on the previous page of these instructions. ○ COMPLETE the approved course at the other institution. ○ ARRANGE for an official copy of a transcript from the institution you attended to be sent directly to the Duke University Registrar's Office. <p>(You must earn a C- or better to receive Duke credit for work completed at another U.S. university. However your grade will not be recorded at Duke and will not be included in your GPA.)</p> | At the educational institution you will be attending. |