

DUKE ROBERTSON SCHOLARS UNC CROSS CAMPUS COURSE APPROVAL FORM

COURSE APPROVAL

1. Meet with your academic advisor to discuss your proposed course schedule and have it approved.

2. **Departmental Approval**

The first level of approval for all courses taken at UNC-CH is issued by a Director of Undergraduate Studies (DUS). In most cases, identifying the appropriate DUS is simple: English courses at UNC-CH, for example, must be approved by the DUS in the English department at Duke. If there is not a comparable department at Duke, you should seek the assistance of your academic dean.

Does the course you plan to take already have a Duke course equivalent? (If you are unsure, consult the table *Duke Equivalents for Courses Taken by Robertson Scholars at UNC-Chapel Hill* on REX.)

IF YES, simply note the Duke equivalency on the form and have it signed by your DUS.

IF NO, you must complete Form B

If you are seeking approval for Areas of Knowledge, Modes of Inquiry, and/or major, minor or certificate credit, refer to the following chart and complete Form B:

WHAT DO YOU WANT THE COURSE TO COUNT TOWARD?	WHOM SHOULD YOU SEE FOR APPROVAL?
<i>Elective credit</i>	DUS in Duke department most closely associated with the UNC-CH course and Academic Dean Note: If there is not a comparable department at Duke, consult your Dean DUS Contacts: http://trinity.duke.edu/people?subpage=dus
<i>Area of Knowledge</i>	DUS in Duke department most closely associated with the UNC-CH course and Academic Dean Additional Information: http://trinity.duke.edu/academic-requirements?p=areas-of-knowledge-faq Required Form: http://trinity.duke.edu/uploads/assets/AreasofKnowledgeInterinstitutionalForm.pdf DUS Contacts: http://trinity.duke.edu/people?subpage=dus
<i>Mode of Inquiry</i>	Transfer Course Coding Committee, 02 Allen Building (must complete code petition form and submit to this office). Petition must be completed by the last day of the term in which the course is taken. Additional Information: http://trinity.duke.edu/academic-requirements?p=modes-of-inquiry Required Form: http://trinity.duke.edu/uploads/assets/InterinstitutionalModesofInquiryForm_000.pdf DUS Contacts: http://trinity.duke.edu/people?subpage=dus
<i>Major, minor or certificate credit</i>	<u>Step #1:</u> DUS in Duke department most closely associated with the UNC-CH course and Academic Dean and <u>Step #2:</u> DUS in Duke department for major, minor or certificate program Note: Make sure to discuss schedule with advisor and DUS at Duke for major, minor, or certificate program DUS Contacts: http://trinity.duke.edu/people?subpage=dus

3. **Academic Dean Approval**

Once you have obtained departmental approval(s) for a course, you must obtain the approval of your academic dean. The Dean's office will fax a copy of the completed approval form to Duke's Office of the University Registrar.

4. Retain a copy of the completed form for your own records.

Policies for Duke Robertson Scholars

Scholars must follow all of Duke's procedures and deadlines regarding add/drop.

Scholars are expected to complete and submit the approval form prior to or immediately upon registering for a UNC-CH course, but must complete and submit this form no later than 5:00 PM exactly 2 weeks from the first day of classes at Duke. Failure to do so may result in being dropped from the unauthorized course.

Scholars must follow all of Duke's procedures and deadlines regarding add/drop, course withdrawals, etc. For more information and specific dates, go to the website for Duke's Office of the University Registrar.



Student and DUS look here for important information:

Areas of Knowledge & Modes of Inquiry

Duke Robertson Scholars must obtain approval in advance for elective credit, major, minor or certificate credit, Modes of Inquiry and Areas of Knowledge for all UNC-CH courses. See the websites listed in the chart on page one for a link to the required applications.

Course Equivalentents & Degree Programs

Scholars who wish to take a course that is part of a sequence, e.g. organic chemistry, may not do so unless the sequencing and course content are similar to that offered at Duke. See your academic dean if you have questions about this policy.

By regulation, no fewer than half of the courses that count toward a major, minor, or certificate at Duke must be taken at Duke, though departments may set higher standards if they wish. Robertson Scholars therefore should consult with the DUS about whether a course taken at UNC-CH will count toward a major, minor, or certificate. If such credit will count, the DUS granting that credit should sign the appropriate line on the approval form.

Course Registration

Completion of this form does not register a scholar for the UNC-CH course. Scholars must register for the selected course(s), using the UNC web registration system, during the appropriate UNC-CH registration window. Visit the website of UNC-CH's Office of the University Registrar for dates and procedures.

Course Schedule Requirements

Like all other Duke students, Robertson Scholars are expected to enroll in a full (four-course) schedule that may include one or more UNC-CH courses per semester.

Robertson Scholars may take as many as 8 course credits at UNC-CH in fulfillment of 34 course credit graduation requirements at Duke.

A 3-4 hour UNC-CH course will be weighted as the equivalent of one Duke course.

Grading

The UNC-CH courses cannot be taken pass/fail (unless they are offered only as such). Grades for UNC-CH courses will be recorded on the Duke academic record and computed in the Duke GPA.

Inter-Institutional Policy Distinctions

The policies that govern UNC-CH courses taken by Duke Robertson Scholars are different from the policies that govern UNC-CH courses taken by other Duke students.

Have Questions or Need More Information?

Contact the Robertson Scholars Assistant Director of Academic & Community Programs at (919) 843-9766.

DUKE ROBERTSON SCHOLARS: UNC-CH COURSE APPROVAL FORM A

Revised July 2010

 Last Name First Name Middle Name or Initial Student ID

Date of Graduation _____ Current major _____ (if undeclared, use UNDEC)
 (month and year)

Term of proposed attendance: Fall 20____ Spring 20____ Summer 20____ Number of courses previously taken at UNC-CH: _____

COURSE(S) TO BE TAKEN AT UNC-CH DURING THE TERM OF PROPOSED ATTENDANCE:

Subject	Course Nbr.	Title	Credit Hours	Duke Area of Knowledge (if any)	Existing Duke Course Equivalent? (yes/no) If yes, indicate Duke course. If no, complete Form B	Will course be used to fulfill major, minor or certificate requirements? (yes/no) If yes, complete Form B	Departmental DUS Approval <i>(Signature)</i>	Departmental DUS <i>(Print Name)</i>

STUDENT AGREEMENT

I have read and understand the Policies for Duke Robertson Scholars and am aware that my grades at UNC-CH will be submitted to Duke University for the term of enrollment indicated above.

Scholars should retain a copy of this form for their records.

 Student's Signature Date

DEAN APPROVAL

 Academic Dean's Approval Date

Duke Office of the Registrar Use Only

 Signature | Duke Registrar's Office Date

**DUKE ROBERTSON SCHOLARS:
UNC-CH COURSE APPROVAL FORM B**

Revised July 2010

This page required for:

- I. Courses that are to be used toward major, minor, or certificate requirements
- II. Courses for which there is no existing Duke equivalent

IMPORTANT: this page must be attached to UNC-CH Course Approval Form A

Last Name First Name Middle Name or Initial Student ID

I. Courses that are to be used toward major, minor, or certificate requirements

UNC Course Subject and Nbr. (e.g. CHIN 204)	UNC Course Title	Credit Hours	Apply to Major/minor/ Certificate (print its name)	DUS approval for all students? (yes/no)	Major/minor/ certificate DUS Approval (Signature)	Major/minor/ certificate DUS (Print Name)
<i>To be completed by student</i>			<i>To be completed by Director of Undergraduate Studies</i>			

II. Courses for which there is no existing Duke equivalent

UNC Course Subject and Nbr. (e.g. CHIN 204)	UNC Course Title	Credit Hours	Equivalent Duke course and Nbr. (e.g. CHN 064)	Is this a one time or permanent course equivalency? (yes/no)	Departmental DUS Approval (Signature)	Departmental DUS (Print Name)
<i>To be completed by student</i>			<i>To be completed by Director of Undergraduate Studies</i>			