

DUKE UNIVERSITY

TENTATIVE APPROVAL OF INSTITUTIONAL TRANSFER COURSES TAKEN AT ANOTHER APPROVED INSTITUTION

***NOTE TO THE STUDENT:** Fill out the top part of this form, submit the form first to the Global Education Office (only if this is an institution outside the US), then to the DUS or Department, along with a course description or syllabus (if available), and finally, to your academic dean along with a calendar or when the class will be taught. Your dean will check all requirements, give final approval, and process it in accordance with established procedures. When you complete the course, arrange to have a transcript from the institution attended sent to the Duke Office of the Registrar (Trinity students) or to the Pratt Undergraduate Dean's Office (Pratt students).*

TO BE COMPLETED BY THE STUDENT

Student name: _____ Student ID Number: _____ Student e-mail address: _____

Institution: _____ Location where course(s) to be taken: _____

Credit System (*circle one*): Semester hour Quarter/trimester Dates of Attendance: from _____ to _____, _____ (year)

The institution must be accredited and grant at least an AB/BS degree or equivalent. Community colleges are not approved for transfer course credit. A 3-4 semester hour course (or a 5-6 quarter/trimester hour course) is generally equivalent to a 1.0 credit course at Duke. Only one course taken in an intensive summer term (under 6 weeks in length) may be approved for transfer credit. A maximum of two credits in Trinity College and four credits in Pratt can be transferred from another accredited institution to Duke after matriculation.

TO BE COMPLETED BY THE GLOBAL EDUCATION OFFICE FOR UNDERGRADUATES (GEO), if the course(s) will be taken at a foreign institution. The signature below indicates that the international institution meets the accreditation requirement for transfer course credit.

Signature _____ Printed name _____ Date _____

TO BE COMPLETED BY THE DUS OR DEPARTMENTAL STAFF, FOR DEPARTMENTAL APPROVAL (*student should provide course description or syllabus*)

<u>Course No.</u>	<u>Duke Equivalent*</u>	<u>Area of Knowledge*</u>	<u>Signature of Director of Undergraduate Studies</u>	<u>Printed Name of DUS</u>
1) _____	_____	_____	_____	_____
2) _____	_____	_____	_____	_____

**If there is no specific Duke equivalent course, assign the course number 100 (lower level, formerly 888) or 300 (upper level, formerly 999) and assign an Area of Knowledge code (ALP, CZ, NS, QS, SS). Courses transferring as specific Duke courses will have the Area of Knowledge codes for that course, so there is no need to list them here.*

Note re FL codes: Students seeking an FL Mode of Inquiry for a course taken abroad may do so only if the course is taken as part of a Duke-approved study abroad program. The process is described on T-Reqs at: <http://trinity.duke.edu/academic-requirements?p+transfer-credit>.

TO BE COMPLETED BY THE STUDENT'S ACADEMIC DEAN (*student should provide school's academic calendar and schedule of when the courses are taught*) The courses below meet requirements for transfer credit, subject to credit limitations.

	<u>Amt. credit approved</u>	<u>Type credit approved</u> (<i>circle one</i>)		
1)	_____	TR or TR [†]	_____	_____
			Signature of Dean	Printed name
2)	_____	TR or TR [†]	_____	Date

[†]Marks TR credits earned internationally

Note: If transfer credit is approved, the Pratt Undergraduate Dean's Office will hold the form pending receipt of a transcript from the institution attended. In Trinity College, the Dean's Office will image the form and fax a copy to the Registrar's Office (684-4500).