

Request for Area of Knowledge Coding for Inter-Institutional Course

INFORMATION

DEADLINE for Submission of Coding Requests

Students who wish to submit a request for Area of Knowledge coding of an inter-institutional course should normally do so at the same time they request approval for enrolling in the course. The absolute deadline, however, is the last day of classes of the semester in which the course is taken.

INSTRUCTIONS for Requesting Area of Knowledge Coding of an Inter-Institutional Course

Prior to taking the course, you should obtain the approval from the relevant department at Duke and from your academic dean for credit for the course under consideration. Information about the procedure and necessary form are available at <http://t-reqs.trinity.duke.edu/inter.html>

At the same time – if you wish to request an Area of Knowledge for the course – you should complete the form below and submit it to the Director of Undergraduate Studies and your academic dean for approval.

--SCROLL DOWN FOR REQUEST FORM--

**REQUEST FORM FOR AREA OF KNOWLEDGE CODE FOR
INTER-INSTITUTIONAL COURSE**

Name of Student (print last, first, MI) _____ Date _____

Student ID# _____ Student's E-mail _____

Name of Visited Institution _____

Location _____ Dates Attended: From _____ To _____

Department, Course Number, Title, and Description of the inter-institutional course as they appear in the official Bulletin of that institution.

URL where this course is described (if available): <http://> _____
(Attach printout of the URL)

AREA OF KNOWLEDGE CODE REQUESTED (CHECK ONE MAXIMUM)

ALP CZ NS QS SS

APPROVAL OF REQUESTED AREA OF KNOWLEDGE CODE:

1) _____
Signature of Director of Undergraduate Studies of department that approved enrollment in the course

Name of Department

Date

AND

2) _____
Signature of Student's Academic Dean

Date