

DUKE ROBERTSON UNC COURSE APPROVAL FORM

Scholars are expected to abide by the Academic Policies below, follow instructions for obtaining the necessary approval for all UNC courses, and submit completed forms according to Duke Registrar deadlines.

A. UNC Course Approval Process

1. Meet with your academic advisor to discuss proposed schedule and become eligible to enroll.
2. See chart below to determine next steps:

HOW DO YOU WANT THE COURSE TO COUNT?	STEP 1	STEP 2
34-Credit Requirement or UNC Major/Minor	NO FORM NECESSARY. Simply enroll in the course through ConnectCarolina.	No additional approval needed after meeting with your advisor.
Area of Knowledge	Check list of approved courses . If course is on the list with desired codes, fill out first three columns of Section A and submit.	If course is not on the list or you want different codes, complete the Area of Knowledge section on the form. Take form and a course description to Dean Jesse Summers for approval (jesse.summers@duke.edu; 011 Allen Bldg.)
Mode of Inquiry	Check list of approved courses . If course is on the list with desired codes, fill out first three columns of Section A and submit.	If course is not on the list or you want different codes, you must follow these instructions and submit an appeal to the Transfer Coding Committee.
Major, Minor or Certificate	Check list of approved courses . If course has been pre-approved for desired plan requirements, fill out first three columns of Section A and submit.	If course is not on the list or you want a different type of credit, see DUS of relevant department.

3. Scan and email completed form to the Duke Registrar (registrar@duke.edu) with the subject line "Robertson Scholar Form". ***Forms must be submitted before the Duke drop/add deadline.*** Please keep a copy of the form for your records!
4. Your UNC courses will show up in your Duke Hub account **AFTER** the drop/add deadline.

B. Important Academic Policies

- Completion of this form does not enroll a Scholar in the UNC course(s). Scholars must register for the selected course(s) through the online UNC registration system (ConnectCarolina) in the appropriate UNC registration window.
- Scholars are expected to follow all Duke procedures and deadlines regarding add/drop, etc., *even for UNC courses!* Completed forms should be submitted immediately upon registration for a UNC course; however, the final deadline is the Duke Registrar's drop/add deadline. Failure to submit completed forms by the deadline will result in immediate removal from the UNC course(s).
- All UNC courses and grades will be recorded on the Scholar's Duke academic record and computed in their Duke GPA.
- Scholars cannot choose pass/fail grading as an option for UNC courses normally assigned letter grades, though courses that are assigned pass/fail grades only will be accepted as such. Scholars are limited to two UNC courses graded pass/fail for their entire undergraduate program.
- Once a course has been evaluated and awarded Areas of Knowledge and/or Modes of Inquiry Codes, the approved designations, unless otherwise specified, are permanently attached to the course and subsequent approvals are not necessary.
- Students are expected to submit Area of Knowledge and/or Mode of Inquiry requests immediately after completing the course (if not submitted earlier), but no later than the end of the 4th week of classes in the subsequent fall or spring term.

DUKE ROBERTSON UNC COURSE REGISTRATION FORM

First Name	Middle Name	Last Name	DUID
Term of proposed UNC attendance: Fall 20 ____ Spring 20 ____ Number of courses previously taken at UNC: _____			

SECTION A:

Course	Exact UNC Course & Section Number (i.e. BIOL 46 01)	Exact UNC Course Title	Credit Hours	Area of Knowledge	Dean Summers Approval Print Name & Signature
1					
2					
3					
4					

SECTION B: To be completed for Duke Major, Minor, or Certificate Credit (this section should be completed by Director of Undergraduate Studies)

Course	Approved for major, minor, or certificate requirements (print plan name and type e.g. Phys BS)	Subject and number of Duke equivalent course (if none, indicate upper or lower level elective)	Permanently approved course? (yes/no)	DUS Approval Print Name & Signature
1				
2				
3				
4				

STUDENT AGREEMENT: I have read the Academic Policies and am aware that my grades at UNC-Chapel Hill will be submitted to Duke University for the term of enrollment indicated above.

Student Signature *Date*

Please retain a copy of this form for your records

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