



CROSS-CAMPUS MAJOR, MINOR & CERTIFICATE APPROVAL

If you would like to declare a major, minor, or certificate on the sister campus, please read through the following instructions and complete this form to document approval from the appropriate officials at both Duke and UNC-Chapel Hill.

FIRST STEPS:

- Robertson Scholars are eligible to apply for majors, minors, and certificates at the sister school as long as that major, minor, or certificate is not offered by their home institution.
- Scholars should check the list of previously approved cross-campus majors, minors, and certificates to see if the desired program has been approved in the past (list available on *Robertson Resources* website).
- If the plan is on the list, Scholars should complete the top section of this form and submit it to the Robertson office for approval signatures. *Please note: Past approval does not guarantee that a plan will be approved again, as the universities frequently modify their major, minor, and certificate offerings.*

APPROVAL FOR NEW MAJORS, MINORS, OR CERTIFICATES:

- Scholars applying for a major, minor, or certificate not on the previously approved list should complete all sections of the form (with the exception of the University Official signatures).
- Email completed form to the Robertson office. The form will be sent for approval from the Trinity Dean of Academic Affairs at Duke and the Senior Associate Dean for Undergraduate Education at UNC Chapel Hill. A signed copy of the approved form will be returned to you for your records.

IMPORTANT INFORMATION:

- Scholars should keep a copy of the signed approval form on file for graduation records.
- Scholars are responsible for meeting with departmental advisors and understanding the requirements for the intended cross-campus major, minor or certificate.
- Completed cross-campus majors, minors and certificates will appear as a notation on the Scholar's final graduation transcript from their home campus. No diploma or degree will be awarded from the sister campus.

CROSS-CAMPUS MAJOR, MINOR, OR CERTIFICATE APPROVAL

Last Name *First Name* *Middle Name* *Home-Campus Student ID*

Home Campus (check one): Duke UNC-Chapel Hill

Please indicate what type of approval you are seeking (check one): Major Minor Certificate

Title of major, minor, or certificate: _____ **Name of department:** _____

APPROVED BY DUKE OFFICIAL:		APPROVED BY UNC-CHAPEL HILL OFFICIAL:	
_____ <i>Electronic Signature</i>		_____ <i>Electronic Signature</i>	
_____ <i>Date</i>		_____ <i>Date</i>	

I certify that I have read and will abide by the policies outlined on the Cross-Campus Major, Minor, or Certificate Approval Instructions page:

Scholar Signature *Date*