



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 by Dean Bruno at Duke and Dean Panter 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:** _____

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