



THE UNIVERSITY
of **NORTH CAROLINA**
at **CHAPEL HILL**

Course Approval Form

Date: _____

Personal Contact Information

Name: _____
LAST FIRST MIDDLE

Email: _____

Chapel Hill Address: _____
STREET ZIP CODE

Local Phone: _____

Permanent Address: _____
STREET CITY STATE ZIP

Academic Information

Major: _____
ENGL, NURS, BIOL, PSYCH, ETC.

PID: _____

School Enrolled at UNC-CH: _____
JOMC, ARTS & SCIENCES, ETC.

Off-Campus Coursework

During: SUMMER 2007 FALL 2008 WINTER 2009 SPRING 2010

I plan to take courses at: _____
COLLEGE/UNIVERSITY CITY STATE

Is this coursework being completed as Study Abroad?
 YES
 If yes, is the Study Abroad completed through a UNC-sanctioned program? _____
 (See Special Rules on following page)
 NO

List below the course(s) you plan to take, along with the appropriate identifying information. Please provide a copy of the course description, either printed from the Web or copied from a paper catalog. Please bring your completed form to the Admissions Office in Jackson Hall. It takes approximately three working days to process your request. You can then pick up the form and take it to your advisor for signature. Keep the form for your own records.

Course Information (list course details from other institution here)

Department	Course #	Hours earned	
_____	_____	_____	SEM/QTR HRS
_____	_____	_____	SEM/QTR HRS
_____	_____	_____	SEM/QTR HRS
_____	_____	_____	SEM/QTR HRS
_____	_____	_____	SEM/QTR HRS
_____	_____	_____	SEM/QTR HRS
_____	_____	_____	SEM/QTR HRS

Office Use Only

Department	Course #	Dean/Advisor initials	Date	Requirement
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Evaluator Signature: _____ Date: _____

About the Course Approval Process

Complete this form if you plan to take courses at another institution and would like to receive credit for the course(s) toward your degree. Please visit admissions.unc.edu to see a list of courses already in our database that transfer from other institutions to UNC-Chapel Hill.

Special Rules

- If you have already completed 64 semester hours of credit at UNC-Chapel Hill, or will have 64 hours at the conclusion of the semester in which you plan to dual-enroll at a two-year school, you cannot transfer additional credit hours for concurrent courses taken at the two-year institution.
- You may take course work away from UNC-Chapel Hill provided that your UNC-Chapel Hill grade point average meets the minimum academic eligibility requirement for the semester you plan to re-enroll (see UNC-Chapel Hill catalog section entitled "Academic Eligibility"). Grades and quality points earned elsewhere are not computed into your UNC cumulative grade point average. Enrollment elsewhere (other than summer school) will be counted as semesters earned toward computing eligibility requirements.
- For study abroad, please note that you may receive credit only for courses taken through officially sanctioned UNC programs. Contact the Study Abroad Office to learn more.
- A minimum of 45 semester hours of credit must be earned at UNC-Chapel Hill in order to receive a degree from UNC-Chapel Hill.
- Only 6 hours of your last 30 semester hours may be taken at another institution by permission of your Dean.
- A minimum of 18 hours of "C" or higher grades (not "C" average) in the major is required.
- We do not award more hours to be transferred for approved courses than those earned at the original institution.
- The conversion for quarter hours to semester hours is a 2/3 ratio. For example, a 5-quarter-hour course converted to semester hours is 3.33 semester hours.

How to submit this form

After completing the attached form, bring or mail it to the Office of Undergraduate Admissions in Jackson Hall (CB# 2200). It takes three business days to process the form. You can then pick up the form and take it to your advisor for signature. You will then keep the form for your own records.

Credit for any courses listed on the form will not be granted until you complete the course(s) with a grade of "C" or higher and the registrar at the other institution mails a transcript directly to:

Undergraduate Admissions
ATTN: Credit Evaluator
CB #2200, Jackson Hall
Chapel Hill, NC 27599-2200