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Overview
Directors of undergraduate studies (DUS), appointed by the department chair, typically are faculty members who have demonstrated a commitment to undergraduate students and excellence in undergraduate teaching. Their responsibilities vary, depending on the size and complexity of the undergraduate programs they administer. In general, they manage and provide oversight of all elements of the undergraduate curriculum and programs in their department.

For more information, see Typical Responsibilities (below).

Senior Associate Dean for Undergraduate Education
In December 2015, the Faculty Council unanimously approved the Resolution 2015-15:

Actively promoting student success is a critical part of the University’s mission. We therefore endorse the goals of Thrive@Carolina and urge all UNC’s faculty and staff to support this initiative.

Thrive@Carolina states the following: UNC-Chapel Hill believes all admitted students can thrive in college, graduate, and grow into lifelong learners. Please see the Thrive@Carolina website for more information about this student-centered approach to undergraduate education.

Feel free to contact Abigail Panter, Senior Associate Dean for Undergraduate Education if you have any questions (panter@unc.edu; 919-843-7773). She will be happy to discuss issues and direct you to the right place.

DUS Meetings (fall and spring)
All DUS in the College of Arts and Sciences typically meet three (3) times each academic year. Staff in the Office of Undergraduate Curricula provide support for each meeting. Notification about the meeting dates, times, locations, and agendas is sent to the DUS Listserv.

Related Links:
- Meeting Dates (including previous agendas and minutes)

DUS Contact List and Listserv
The list of current directors of undergraduate studies (name, department, email address) is posted online.

The Office of Undergraduate Curricula manages the DUS Listserv. All current DUS are included on the list, in addition to faculty advisors and program directors in Professional Schools. The listserv is used to communicate important information about undergraduate education.

To make changes/edits to the DUS list and/or listserv, please contact Heather Thompson.
Typical Responsibilities
This list reflects a variety of responsibilities. Your department may divide these responsibilities among several people. Please consult your department chair (or former DUS) to determine the duties and responsibilities for your position in the department/unit.

- Chair a curriculum or undergraduate program committee
- Review syllabi for new undergraduate courses
- Propose changes to requirements for the undergraduate programs (majors and minors) and implement changes approved by the College’s Administrative Boards
- Provide revisions to the unit’s section of the Undergraduate Catalog
- Conduct annual learning outcomes assessments of the undergraduate program(s)
- Participate in preparing for program/accreditation reviews (e.g., external reviews)
- Advise undergraduate students (majors and minors)
- Train and oversee the work of those who advise undergraduate students (majors and minors)
- Help mentor new faculty members
- Participate in events for prospective and admitted students sponsored by Undergraduate Admissions
- Participate in New Student Orientation programs and events (summer)
- Organize special events for undergraduate students (e.g., speaker series, lunches)
- Submit Tar Heel Tracker (degree audit) course adjustments for major/minor requirements
- Review transfer courses submitting by students seeking re-evaluation
- Submit Study Abroad course adjustments for major/minor requirements
- Create an orientation program for new students (majors/minors)
- Help organize the unit’s commencement ceremonies (May)
- Supervise new faculty/graduate assistants’ teaching
- Oversee the selection of students earning undergraduate awards
- Appoint honors thesis committees in consultation with the thesis advisor and the student
- Internship coordinator for the unit
- Independent study coordinator for the unit
- Collaborate with other unit administrators to prepare course schedules and teaching assignments
- Serve as the unit’s course evaluation coordinator (select classes and questions for end of semester evaluations)
- Ensure that placement examinations are administered
- Serve as liaison to the Office of Undergraduate Curricula (course and program proposals)
- Serve as liaison to the Honors Carolina Office
- Serve as liaison to the Summer School
- Serve as liaison to the Office of First Year Seminars/Curricula
- Serve as liaison to the Office for Undergraduate Research
- Serve as liaison to the Undergraduate Admissions Office
Serve as liaison to the Office for Instructional Innovation
Serve as faculty advisor to an organization of majors/minors

Best Practices

Most units have an advisory committee devoted to the undergraduate curriculum or a committee that advises the chair about difficult issues and requests for exceptions.
Confer with DUSs from other departments/units.
Communicate regularly with faculty, students, and staff, and invite them to discuss ways to improve the program, undergraduate instruction, and opportunities for students to succeed.
Maintain a balance between your role as an advocate for students and your responsibility to uphold the integrity of the undergraduate program. Most of the time, students’ needs, faculty expectations, and program requirements will be in alignment. When that is not the case, open discussion may identify a way forward.
Keep the chair of your unit informed. Regular meetings offer opportunities to discuss accomplishments, provide information about upcoming events, strategize ways to approach important decisions, and explain the need for resources.
Ensure that your unit’s course inventory is up-to-date.
Each semester, ensuring that your unit is meeting undergraduate majors’ course needs and offering sufficient First Year Seminar (FYS) and Honors courses.
Encourage faculty to apply for course development grants.

Appointment and Personal Considerations

The following questions address some of the personal considerations that prospective DUSs discuss with their chairs in advance of the appointment:

Specifically, what are the responsibilities of this administrative role? Which duties require collaboration with others? Which decisions is the DUS authorized to make without consulting others?
Does the unit offer incentives such as course release time or salary supplements (either as fixed stipend or a percentage of the base salary)?
If course release time is provided, what is the best timing for the release (e.g., fall, spring)? Consider that duties will fluctuate depending on the time of year, the weeks at the beginning and end of the semester being especially demanding.
What is the best way to balance the work of this administrative role with the expectations for teaching and research? Establishing a percentage of time expected for administrative work is common.
How will serving as DUS be considered in performance reviews?
Curriculum Changes (courses and programs)
The Office of Undergraduate Curricula (OUC) manages the process for reviewing undergraduate course proposals and undergraduate program proposals (majors, concentrations, and minors). Most curriculum proposals are reviewed by the Administrative Boards of the General College and the College of Arts and Sciences and its Course Committee and Program Committee. The process and timeline vary depending on the type of curriculum change.

**Deadline:** Most curriculum proposals are due by **October 15** to be effective with the start of the next academic year (fall).

**Process:** Please see the [OUC website](#) for specific procedures.

**Related Links:**
- Undergraduate Catalog
- Syllabus Guidelines
- UPM #04: Standard Course and Section Numbering System
- UPM #11: Authorized Courses
- UPM #13: Authorized Degrees, Major Fields in each Degree
- UPM #29: Definition of a Credit Hour

Undergraduate Catalog and Editing Schedule
The [University Catalog](#) is published annually (both Undergraduate and Graduate), on June 1, for the upcoming academic year (fall, spring, and summer). The editing cycle begins February 1 and ends March 15 for academic departments. The University uses the online Catalog Management System (or “CAT” for short).

If you are responsible for editing content in the Undergraduate Catalog, please submit a [“CAT” request form](#) to receive editing access to the system.

For more information, see the [Catalog (CAT) User Guide](#).

The Undergraduate Curriculum and Requirements

Requirements for Undergraduate Degree Programs (summary)
- Students must successfully complete at least 120 semester hours of coursework (requirements are higher than this minimum in some bachelor of science degree programs)
- Students must have at least a 2.000 final cumulative grade point average
- A minimum of 45 academic credit hours must be earned from UNC–Chapel Hill courses. These may include credits from study abroad programs sponsored by the University.
- At least 24 of the last 30 academic credit hours applied to the degree requirements must be earned in UNC–Chapel Hill courses.
- To earn a degree in the College of Arts and Sciences, students must complete a minimum of 90 credit hours of courses in the College.
- No more than 45 semester hours in any subject, as defined by subject code, may be used toward fulfilling the B.A. graduation requirement in the College of Arts and Sciences.

For additional information, see the Undergraduate Catalog.

Requirements for Majors (summary)

- Courses in a student’s major academic unit, or specifically required by the major, including foreign language courses, electives, and any additional required courses (or any courses cross-listed with such required courses) may not be declared a Pass/Fail course.
- Although a specific grade point average in the major is not required, a minimum of 18 hours of C or better (C- does not qualify) in the major core is required. Certain majors require 21 hours of C or better grades in the major core.
- Students transferring credits in their major field must earn a grade of C (not C-) or better in at least three-fourths of those courses and credit hours in the major that are taken at UNC–Chapel Hill. Courses taken on a study abroad program through the UNC Study Abroad Office may receive TREQ credit; TREQ credit contributes to the hours of C in the major.
- All students, including students transferring from another institution, must take at least half of their major course requirements (courses and credit hours) at UNC–Chapel Hill.
- No more than two courses (six to eight credit hours) of BE credit may be used as part of the major core.

For additional information, see the Undergraduate Catalog.

Requirements for Minors (summary)

- A student may have no more than two minors, regardless of the student’s major degree program. Academic units may exclude certain minors from being elected and completed by students majoring in these units.
- More than half (not merely half) of the credit hours and courses (including cross-listed courses) taken to satisfy the minor requirements must be counted exclusively in the minor and not double-counted in other majors or minors.
- At least nine hours of the minor must be completed at UNC–Chapel Hill and not at other academic institutions. Certain academic units may require that more than nine hours must be completed at the University.
- A minimum of 12 hours of C (not C-) grades or better is required in the minor, though some minors may require more. Students who transfer courses into the minor must earn C or better grades in three-quarters of the courses and hours that they take for the minor at UNC–Chapel Hill. Students who use By-Examination (BE) credit (see section below) toward a minor may have fewer than 12 hours of coursework remaining to complete the minor (especially for minors with fewer than five courses or 15 hours); in these situations, earning grades of C or better in all of the remaining coursework is required.
- No more than one BE credit course (three to four credit hours) may be used as part of a minor.
All courses in the minor unit must be taken for a regular letter grade. Courses in a student’s minor unit, or specifically required by the minor, including foreign language courses, electives, and any additional required courses (or any courses cross-listed with such required courses) may not be declared a Pass/Fail course.

For additional information, see the Undergraduate Catalog.

Combining Majors and Minors (summary)
Courses that fulfill requirements for a major or minor may be double-counted (applied to a second major or minor) with the following general limitation: more than half (not merely half) of the courses and course credit hours taken in each major/minor must be exclusive to that major/minor. In a 10-course major, for example, at least six courses, and at least 51 percent of the credit hours, should be counted exclusively in that major and should not double-count even if cross-listed with courses in a student’s second major or a minor. Some majors may further restrict double-counting courses. Students who are pursuing two majors and a minor (or two minors and a major) may, in principle, use a single course to satisfy requirements in all three areas of study, provided that more than half (not merely half) of the courses and course credit hours taken in each major/minor are exclusive to that major/minor.

For additional information, see the Undergraduate Catalog.

Diploma & Transcripts
Students completing the requirements for more than one major field of study will earn only one degree and receive only one diploma.

For additional information, including which degree is awarded when completing more than one major field of study, see Policies and Procedures (Undergraduate Catalog)

General Education (summary)
The University of North Carolina at Chapel Hill strives to cultivate the range of skills, knowledge, values, and habits that will allow graduates to lead personally enriching and socially responsible lives as effective citizens of rapidly changing, richly diverse, and increasingly interconnected local, national, and worldwide communities. To this end the General Education curriculum seeks to provide for all students

1. the fundamental skills that will facilitate future learning,
2. broad experience with the methods and results of the most widely employed approaches to knowledge,
3. a sense of how one might integrate these approaches to knowledge in ways that cross traditional disciplinary and spatial boundaries, and
4. a thorough grounding in one particular subject.

The undergraduate major is dedicated to the last of these curricular objectives; the others fall under the purview of the General Education curriculum.
Course Syllabi
A syllabus defines the goals of a course and describes classroom activities, readings and other assignments, and course policies. The course syllabus must be distributed to students by the first day of class. Several elements are required for all undergraduate course syllabi.

For more information, see Guidelines for Course Syllabi.

For several sample syllabi, click here.

Online Syllabus Management (OSM) System
Departments are required to collect course syllabi every semester and archive them for at least four (4) years. The Online Syllabus Management (OSM) web application is used to collect and archive course syllabi every fall, spring, and summer term.

Directors of Undergraduate Studies who would like access to all syllabi in their department will need the “OSM Manager” role. Please ask your department manager to give you the OSM Manager role using the Common Authorization Tool.

Related Links:

- Online Syllabus Manager (OSM) Login
- OSM User Guide

Independent Study and Learning Contracts
The University offers independent study experiences for undergraduate students in the following categories:

- Directed Readings (courses ending in *96)
- Internships/Practica (courses ending in *93)
- Mentored Undergraduate Research (courses ending in *95)
- Senior Honors Thesis (691H – 694H)

Independent study experiences require a learning contract which must be completed by

1. the student
2. the faculty member
3. the independent study coordinator in the department (faculty position).
Registration for an independent study course must be completed after the learning contract has been approved and no later than the last day of “late registration” (the end of the second week of classes in a fall or spring semester or the equivalent date in each summer session).

Specific limits and deadlines apply.

- [Independent Study Criteria Table](#) (see Appendix B)

**Related Links:**

- [UPM #30: Independent Study Policy](#)
- [Online Learning Contract Manager (OLCM), College of Arts and Sciences](#)
- [University Catalog](#)

**ConnectCarolina Access**

To request access to Student Administration reports (beyond your access in Faculty Center), you need to work with your school or division’s Access Request Coordinator (or ARC for short) because the Office of the University Registrar has to approve these requests. ARCs are appointed by leadership in your school or division.

[Joy Montemorano](#) and [Barbara Carson](#) are the ARCs for the College of Arts and Sciences.

**Related Links:**

- [Getting Access to ConnectCarolina](#)

**Program Assessments**

The purpose of Academic Assessment is to improve student learning through systematic, faculty-driven assessment of academic programs. It is a collaborative process that involves faculty, students, staff, administrators, and other campus stakeholders.

The academic assessment process involves:

- Establishing student learning outcomes
- Measuring and analyzing student achievement of the outcomes aggregated across the program
- Reviewing findings and creating action plans to improve curricula or support services
- Implementing improvements and assessing effectiveness of changes on student outcomes.

Assessment Report templates are provided on the [Office of Institutional Research and Assessment](#) website. For more information or assistance, please contact [Dr. Lynn Williford](#).

The annual deadline is provided by the Office of Institutional Research and Assessment.

**Related Links:**
Degree Audit System (Tar Heel Tracker)

The Tar Heel Tracker report is part of a suite of degree audit tools that lists all of the requirements for a student’s degree, including (but not limited to):

- Minimum number of hours required
- General Education requirements
- Major requirements
- Minor requirements

The Tar Heel Tracker will show if a requirement has or has not been satisfied, and is a useful tool that allows the student and the advisor to chart the student’s academic progress towards graduation.

The Registrar’s Office provides several Training Guides.

If you are responsible for submitting course substitution approvals for major or minor requirements, please register for an in-person training class on Tar Heel Tracker Adjustments.

Contact the Tar Heel Tracker team for additional assistance.

Evaluation of Transfer Course Credit

Undergraduate students wishing to request a re-evaluation of their posted Transfer Credit are able to submit an eForm request, available online in their ConnectCarolina Student Center. Once submitted, the request will be electronically routed to the Office of Undergraduate Curricula and then to the appropriate Departmental Approver, if needed, to record and approve a credit decision. Based on that credit decision, the request will then be routed to the Office of Undergraduate Admissions (for Transfer Credit report updates) and/or to the Office of the University Registrar (for Tar Heel Tracker updates).

Every department/unit should have at least one Department Approver to review transfer courses.

If you need access to the Transfer Evaluation Form in ConnectCarolina, or if you have any questions about the process, please contact Heather Thompson in the Office of Undergraduate Curricula.

Note: this system is not used for UNC Study Abroad credit. See “Study Abroad Credit” below.

Related Links:

- [Office of Undergraduate Curricula website](#)
- [Quick Start Guide for Approver](#)
- [Re-evaluation of Transfer Credit Guide](#)
Evaluation of Study Abroad Course Credit

Students who are enrolled at UNC must go through the Study Abroad Office in order to earn any academic credit for a program outside of the U.S. This is an excellent opportunity for students to earn graduation requirements in an environment outside of UNC. Students who study abroad can earn Major, Minor, Language, General Education, and General Elective credit.

To earn any type of credit, students must submit Credit Request Forms for the courses they take abroad and identify the department they would like to review those courses. If a course is approved by an academic department, and the student earns the equivalent of a C or higher in the course, the Study Abroad Credit Transfer Specialist will work with the UNC Registrar’s Office to transfer those courses to UNC.

If you are responsible for reviewing study abroad courses in your unit, please contact the Study Abroad Office.

Related Links:

- Study Abroad Resources for Faculty Advisors

Course Evaluations (end of semester)

The College administers course evaluations through the electronic system eXplorance Blue. All College departments are participating in the new electronic system beginning with the Spring 2017 semester. Every department/unit that offers courses has a designated “Coordinator” to select classes using the Blue Course Evaluation System.

A listserv is maintained for coordinators, chairs, and those designated by the chair to have reporting access. If you are involved in your department’s course selection or report reviewing, please contact cas_evaluations@unc.edu for assistance.

For additional information, see the Office of Undergraduate Curricula website.

Academic Progress Reports

Faculty-student interaction is key to undergraduate success.

The Academic Progress Report (APR) system in ConnectCarolina gives instructors the opportunity to provide feedback to students in their courses who are performing well and to students exhibiting signs of academic distress. Academic Progress Reports are intended to encourage students to reflect on their academic performance and take action in a timely manner.

- Instructors can submit up to 2 comments for each student enrolled in their course.
- Instructors may only submit comments for a specific student at one time.
• For concerns about a student’s well being, please fill out the Care Team Referral form through The Office of the Dean of Students.

Related Links:
• Progress Reports – Information for Faculty (Undergraduate Retention)

First Year Seminar Program
First-year seminars (FYS) are small classes (capped at 24 students) designed to give students the opportunity to work together with faculty and peers in shared active learning experiences. FYS provide a hands-on preview of engaged scholarship to students with no prior college experience. FYS are offered in Fall and Spring (not summer).

Proposing a New FYS
• Discuss the idea for the FYS with the Departmental Chair or Director of Undergraduate Studies.

• Submit an FYS Prospectus Form. The Prospectus Form is required for all new FYS. The form is due by March 1 for the fall semester and by October 1 for the spring semester.

• Ask your department’s student services manager to schedule the FYS using the “First Year Seminar: Special Topics” course number, XXXX 89.

For more information, see the FYS website.

Program Profile Dashboard
The reports on the Program Profile Dashboard are designed to provide faculty with descriptive profiles of the undergraduate students affiliated with their department. The data is updated annually in the fall semester. Data from external sources may be updated incrementally.

For login information and directions, please refer to the Quick Start Guide.

Department Graduation Ceremonies
Please contact Stacey Warner, Director of Ceremonies and Media Events, if you wish to be added to the commencement listserv. Departments must go through Ms. Warner’s office to reserve a venue for a departmental spring graduation ceremony. Her office sends a reservation form to the listserv in October. Ceremony locations are typically scheduled and confirmed before winter break.

Related Links:
• UNC Commencement Website
The Office of Instructional Innovation

The Office of Instructional Innovation extends the University’s mission to invest our collective knowledge and resources in the enhancement of learning and success for all students. Specifically, we work with faculty in the College of Arts and Sciences, encouraging and supporting their efforts to adopt innovative and inclusive instruction methods that fully engage their students and improve success. The office also serves as a multi-directional liaison for students, faculty, administrators, campus offices, and the greater University community.

- Kelly Hogan, Assistant Dean of Instructional Innovation
- 3rd Floor of Steele (room 3010)

Related Links:
- Department Liaisons

Office for Undergraduate Research

At Carolina, we define undergraduate research as mentored, self-directed work that enables individual students or small groups of students to explore an issue of interest to them.

- Troy Blackburn, Associate Dean and Director

Related Links:
- Office of Undergraduate Research (OUR) website
- OUR Department Liaisons

Honors Carolina

Carolina faculty play an integral role in the success of Honors Carolina, engaging with students through thought-provoking classroom discussions, hand-on research projects and unique learning experiences built on a shared passion for knowledge. Honors Carolina relies on the active participation and valuable support of faculty and staff.

During the Course Schedule Maintenance period, academic units should submit an Honors Carolina Course Planning Form prior to the scheduling deadline. A reminder will be emailed to directors of undergraduate studies and departmental course scheduling officers with specific dates each semester.

- James Leloudis, Associate Dean for Honors Carolina
- Ritchie Kendall, Assistant Dean for Honors Carolina
- Inger Brodey, Director of the Office of Distinguished Scholarships

Related Links:
- Senior Honors Thesis Guidelines
• **Course Planning and Scheduling** (Honors courses)
• **Registration and Wait List Process** (Honors courses)
• **Office of Distinguished Scholarships**

**Academic Advising Program**
The Academic Advising Program and faculty/instructors enjoy a long history of working together to promote student intellectual development, academic success in and out of the classroom, and retention. The relationship between faculty and academic advisors allows for a more seamless advising experience for students. Each plays an important and complementary role in students’ intellectual and academic exploration.

To schedule a meeting with the advisors assigned to your department’s program(s), please contact **Lee May**, Senior Associate Dean and Director of the Academic Advising Program.

**The Center for Student Success and Academic Counseling**
The **Center for Student Success and Academic Counseling** (CSSAC) is dedicated to promoting academic excellence to assist students in achieving their academic goals while enrolled at Carolina. Its constituent programs (Learning Center, Peer Mentoring, Summer Bridge, Men of Color Engagement and Writing Center) provide support for students in developing the skills and strategies needed to achieve academic success. This commitment to student learning supports the university’s mission to “teach students at all levels.”

• **Marcus Collins**, Associate Dean

**Programs:**
• **Peer Mentoring**
• **The Learning Center**
• **The Writing Center**
• **Summer Bridge**
• **Men of Color Engagement**

**The Office of Undergraduate Retention**
The **Office of Undergraduate Retention** helps students advance to academic success by identifying their individual strengths and offering resources to help them succeed.

• **Candice Powell**, Interim Associate Director for Retention
• **Katie Cartmell**, Interim Associate Director for Retention

**Related Links:**
• **Carolina Firsts**
The Office of Undergraduate Admissions
Professional staff from the Office are excited to partner with DUS to share their departments with future Tar Heels. Our partnership has historically included two major initiatives, though we are interested in seeing how else we can partner together:

- Department representation at **spring events** for students admitted to the University
- **Sharing stories** of current students and recent alums affiliated with the department

**Department representation at spring events:**
These events are held for students who have been admitted to the University. Students have usually been admitted to other top institutions and use these events to help decide whether or not they will enroll at Carolina. Departments participate in a variety of ways, including panel discussions, department fairs, and open houses or tours of the department. The timeline for participation includes:

- **November:** Admissions will confirm the specific event dates for the spring and request confirmation from departments that will participate.
- **December/January:** Final confirmation of the department’s participation and any associated needs.
- **February-April:** three to four events will occur, usually on a weekend in order to make the program as accessible as possible for students who may have difficulty attending on a weekday.

**Sharing stories:**
Admissions regularly highlights the experiences and accomplishments of current students and recent alums, and prospective students regularly expresses interest in hearing about these experiences in relation to specific academic disciplines. We highlight these stories through a variety of channels. While we welcome these stories throughout the year, we particularly welcome them in:

- **September:** as the school year commences, this is a great time to highlight exciting classes being offered as well as the research projects that students are working on with faculty members.
- **May:** as the year concludes, this is a great time to highlight what your graduating seniors are doing after completing their degrees.

**Additional Academic Policies**
The University Catalog provides information about all academic policies. Below is partial list of policies that Directors of Undergraduate Study should become familiar with.
Terms in Residence

- Students who enter the University as first-year students are expected to complete their undergraduate degree in eight semesters. Summer terms are not included in the semester count. Students who wish to attend a ninth semester must submit a written petition to, and receive permission from, their dean's office. Permission to enroll in a ninth semester or beyond must be secured in advance. Permission to enroll in a ninth semester or beyond will not be granted for the sole purpose of completing multiple areas of study (i.e., a secondary major and a minor or two minors). However, students who receive permission to enroll in a ninth semester or beyond for other reasons may retain a secondary major or minor.

- Transfer students (who transfer in the UNC–Chapel Hill equivalent of two or more semesters) may enroll in up to 10 total semesters and complete up to three areas of study (i.e., a secondary major and a minor or two minors).

Transfer Credit

The University will award credit hours for courses from other accredited institutions when the student has made a satisfactory grade (a C or its equivalent) and when a similar course is offered by the University.

- The University will award a maximum of 75 semester hours of transfer credit if the student’s last attended institution was a four-year institution.

- Students may transfer credit hours from a two-year institution only while they are earning their first 64 hours of college credit. For example, if a student has transferred fewer than 64 credit hours from two-year institutions but has earned 64 or more total credit hours (including hours from UNC–Chapel Hill or other four-year institutions), the student cannot transfer any additional credit hours from a two-year institution.

The University honors the official Comprehensive Articulation Agreement with the North Carolina Community College System.

Related Links:

- University Catalog
- Re-evaluation of Transfer Credit (see section above)
- Study Abroad Credit (see section above)

Distance-learning Courses

The maximum number of credit hours from distance-learning courses, all of which must be designated UNC–Chapel Hill, that can be counted toward an undergraduate degree in the College of Arts and Sciences is 24. In addition,

- No more than two for-credit online courses may count toward a major (core requirement) or minor in the College of Arts and Sciences.
- Self-paced courses cannot count toward a degree in the College of Arts and Sciences.
• Full-time undergraduate students may enroll in a maximum of one for-credit online course per regular semester and a maximum of two for-credit online courses per summer session.

For more information, see the University Catalog.

Credit by Departmental Examination
Enrolled students who, through individual study or experience, have gained knowledge of the content of undergraduate courses offered by the University may, with the approval of the relevant department and school or college, receive credit (without grade) for such courses by special examination. The student must receive the approval of the department and college/school at least 30 days before the examination is taken, and the examination must be taken before the beginning of the last semester or full summer session before the student’s graduation.

Results from departmental examinations are submitted to the Records and Enrollment Services area in the Office of the University Registrar.

Scheduling and Registration Schedule
The University uses the following scheduling and registration schedule:

<table>
<thead>
<tr>
<th>Event/Action</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Connect Carolina</td>
<td>October 1</td>
<td>April 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Open Astra (room preferences)</td>
<td>November 1</td>
<td>June 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Close CC and Astra</td>
<td>January 2</td>
<td>June 30</td>
<td>November 15</td>
</tr>
<tr>
<td>Room Assignments</td>
<td>January 3</td>
<td>July 1</td>
<td>November 16</td>
</tr>
<tr>
<td>Open CC (limited access)</td>
<td>February 28</td>
<td>September 18</td>
<td>December 1</td>
</tr>
<tr>
<td>Course Listing Available</td>
<td>March 4</td>
<td>September 23</td>
<td>December 5</td>
</tr>
<tr>
<td>Registration</td>
<td>Early April</td>
<td>Early November</td>
<td>Mid March</td>
</tr>
</tbody>
</table>

Required Advisor Sessions
Some departments require students to meet with a faculty advisor before registration. If students are required to meet with their faculty advisor prior to registration, they will have an Advisor Approval required service indicator that will need to be cleared prior to being able to register online. Students must schedule their advising sessions according to their school’s advising policy prior to the appointment date.

If your department requires advising appointments, or you would like to institute this requirement, please contact Roberta Norwood.

Pass/Fail Option
Students who declare a course on the Pass/Fail option will receive the grade of PS (pass) when a letter grade of A through D is recorded on the official grade roster and F when the course is failed.
Course content and requirements are the same for Pass/Fail registrants as for regular registrants. The minimum performance for a PS grade is equivalent to the minimum performance for the letter grade of D.

For more information, including the regulations that govern the use of the Pass/Fail option, see the [University Catalog](#).

**Inter-institutional Registration**

A student regularly enrolled in a degree program at the University may enroll by interinstitutional registration for a course at Duke University, North Carolina Central University, North Carolina State University, the University of North Carolina at Charlotte, or the University of North Carolina at Greensboro. Certain conditions apply.

**Related Links:**
- [University Catalog](#)
- [Office of the University Registrar](#)

**Adding and Dropping Courses**

**Adding Courses (Fall and Spring Terms):**

- During the first five days of classes, undergraduate students may add courses using the online registration system (ConnectCarolina)
- During days six through ten of classes, students must obtain permission to register or make additions to their schedule from the course instructor; if approved, the academic department/unit will add the student through ConnectCarolina.
- After the tenth day of classes, if students wish to register or made additions to their schedule, they must obtain a registration/drop/add form from their academic advisor and obtain the appropriate signatures.

**Dropping Courses (Fall and Spring Terms):**

- During the first two weeks of classes, undergraduate students may drop a course using ConnectCarolina (they are responsible for monitoring full-time status =12 hours)
- When a course is dropped between the second and eighth week of classes, a notation of WC (withdrawal by choice) is recorded and used internally for tracking and reporting purposes.
  - For external purposes, the WC notation is equivalent to the W grade.
  - Once declared, a WC notation cannot be rescinded except when a student withdraws from an entire semester due to extenuating circumstances.
  - All first-year, first-time students entering the University in fall 2014 or thereafter are allowed to accumulate no more than 16 hours of WC notations during their undergraduate career.

**Related Links:**
- [Registration Policies](#)
Auditing Courses
To audit a class, registered students and persons not registered must obtain a registration/drop/add form from the teaching department offering the class. Permission from the class instructor and the department chair is required and should be indicated on the form with a written signature. This procedure applies to fall, spring, and both summer terms.

Related Links:
- UPM #9: Auditing Courses
- University Catalog

Class Attendance Policy
The Class Attendance Policy applies to University approved class absences. For final examination absences see the Policy on Final Examinations.

Related Links:
- Class Attendance Policy (University Catalog)
- Undergraduate Testing Center (for make-up coursework and assessment)

Final Examinations
The Final Examination policy applies to all undergraduate courses across the University.

Related Links:
- Final Examinations Policy (University Catalog)

Grading System

<table>
<thead>
<tr>
<th>Permanent Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Note: the University does not award the grade of A+ or D-.

<table>
<thead>
<tr>
<th>Temporary Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Absent from the final exam.</td>
</tr>
<tr>
<td>IN</td>
<td>Incomplete</td>
</tr>
<tr>
<td>FA</td>
<td>Cannot pass the class.</td>
</tr>
</tbody>
</table>
Eligibility (Academic Standing)
For students in the undergraduate career, the University’s academic eligibility policy specifies the minimum standards of academic performance required for continued enrollment. These standards apply to undergraduate students enrolled in courses during or after the fall 2016 semester.

Honor Code
The Honor System forms a bond of trust among students, faculty, and administrators. The University of North Carolina at Chapel Hill operates under a system of self-governance, as students are responsible for governing themselves. As such, our University is transformed into a powerful community of inquiry and learning. The Honor Code embodies the ideals of academic honesty, integrity, and responsible citizenship, and governs the performance of all academic work a student conducts at the University. Acceptance of an offer of admission to Carolina presupposes a commitment to the principles embodied in our century-old tradition of honor and integrity.

Additional Resources

<table>
<thead>
<tr>
<th>Office/Program</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Program</td>
<td><a href="https://advising.unc.edu/">https://advising.unc.edu/</a></td>
</tr>
<tr>
<td>Center for Student Success and Academic Counseling</td>
<td><a href="http://cssac.unc.edu/">http://cssac.unc.edu/</a></td>
</tr>
<tr>
<td>Learning Center</td>
<td><a href="https://learningcenter.unc.edu/">https://learningcenter.unc.edu/</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td><a href="https://writingcenter.unc.edu/">https://writingcenter.unc.edu/</a></td>
</tr>
<tr>
<td>University Career Services</td>
<td><a href="https://careers.unc.edu/">https://careers.unc.edu/</a></td>
</tr>
<tr>
<td>Accessibility Resources &amp; Service</td>
<td><a href="https://ars.unc.edu/">https://ars.unc.edu/</a></td>
</tr>
<tr>
<td>Campus Health Services</td>
<td><a href="https://campushealth.unc.edu/">https://campushealth.unc.edu/</a></td>
</tr>
<tr>
<td>Counseling and Psychological Services</td>
<td><a href="https://caps.unc.edu/">https://caps.unc.edu/</a></td>
</tr>
<tr>
<td>Student Wellness Services</td>
<td><a href="https://studentwellness.unc.edu/">https://studentwellness.unc.edu/</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td><a href="https://odos.unc.edu/">https://odos.unc.edu/</a></td>
</tr>
<tr>
<td>Carolina Center for Public Service (including APPLES)</td>
<td><a href="https://ccps.unc.edu/">https://ccps.unc.edu/</a></td>
</tr>
<tr>
<td>Instructional Innovation</td>
<td><a href="https://instructionalinnovation.unc.edu/">https://instructionalinnovation.unc.edu/</a></td>
</tr>
</tbody>
</table>
## Calendar

Here is a month-by-month guide to typical activities that relate to undergraduate education. Schedules do vary somewhat, but this list provides a general sense of the rhythm of the year.

<table>
<thead>
<tr>
<th>JUNE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 1</strong></td>
<td>University Catalog published (next academic year)</td>
</tr>
<tr>
<td></td>
<td><strong>Spring class scheduling:</strong> Open Astra (room preferences)</td>
</tr>
<tr>
<td>Early June</td>
<td>New student orientation begins</td>
</tr>
<tr>
<td></td>
<td><strong>Summer I</strong> course evaluations: Course evaluations open.</td>
</tr>
<tr>
<td></td>
<td><strong>Summer II</strong> course evaluations: Course selection opens.</td>
</tr>
<tr>
<td>Mid June</td>
<td><strong>Summer I</strong> course evaluations: Course evaluations close (last day of classes).</td>
</tr>
<tr>
<td></td>
<td><strong>Summer II</strong> course evaluations: Course selection closes.</td>
</tr>
<tr>
<td>June 30</td>
<td><strong>Spring class scheduling:</strong> Close ConnectCarolina and Astra. Room assignments begin.</td>
</tr>
<tr>
<td>Late June</td>
<td><strong>Summer II</strong> classes begin; syllabi uploaded to OSM by first day of classes.</td>
</tr>
<tr>
<td></td>
<td>Independent study learning contracts for <strong>Summer II</strong> finalized (approved and registered) by the end of late registration.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JULY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>New appointments generally begin.</td>
</tr>
<tr>
<td>Mid July</td>
<td><strong>Summer II</strong> course evaluations: Course evaluations open.</td>
</tr>
<tr>
<td>Late July</td>
<td><strong>Summer II</strong> course evaluations: Course evaluations close (last day of classes).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Third week</td>
<td><strong>Fall classes</strong> begin; syllabi uploaded to OSM by first day of classes.</td>
</tr>
<tr>
<td>Mid August</td>
<td>New Faculty Orientation</td>
</tr>
</tbody>
</table>
### Late August
Independent study learning contracts for Fall finalized (approved and registered) by end of late registration.

### September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies</td>
<td>DUS meeting #1</td>
</tr>
<tr>
<td>Early September</td>
<td>Arrival from FYS Office: Reminder that a Prospectus Form for new first year seminars is due October 1 for spring semester classes.</td>
</tr>
<tr>
<td></td>
<td><strong>Sharing stories (Undergraduate Admissions):</strong> This is a great time to highlight exciting classes being offered as well as research projects that students are working on with faculty members. Contact Undergraduate Admissions.</td>
</tr>
<tr>
<td>September 18</td>
<td>Spring class scheduling: Open ConnectCarolina (limited access)</td>
</tr>
<tr>
<td>September 23</td>
<td>Spring class scheduling: Course listing available</td>
</tr>
</tbody>
</table>

### October

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1</td>
<td>Fall class scheduling: Open ConnectCarolina</td>
</tr>
<tr>
<td></td>
<td>Deadline for First Year Seminar Prospectus Form (Spring semester)</td>
</tr>
<tr>
<td></td>
<td><strong>Summer class scheduling:</strong> Open ConnectCarolina and Astra</td>
</tr>
<tr>
<td>Early October</td>
<td>Arrival from Summer School: Request for proposed summer session offerings.</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival from Honors Carolina:</strong> Reporting forms and instructions for students completing Honors Thesis in Fall. Reporting deadline in mid-November.</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival from Undergraduate Curricula:</strong> Reminder about course selection process and deadlines for Fall evaluations. Sent to Course Evaluation Coordinators listserv and chair’s listserv.</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival from Director of Ceremonies and Media Events:</strong> Notification about reserving a venue for departmental spring commencement ceremonies; sent to commencement listserv.</td>
</tr>
<tr>
<td>October 15</td>
<td>Undergraduate curriculum deadline (courses and programs)</td>
</tr>
<tr>
<td>Mid October</td>
<td>Program assessment deadline</td>
</tr>
<tr>
<td></td>
<td><strong>Fall</strong> course evaluations: Course selection closes.</td>
</tr>
</tbody>
</table>

### November

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varies</td>
<td>DUS meeting #2</td>
</tr>
<tr>
<td>November 1</td>
<td>Fall class scheduling: Astra opens (room preferences)</td>
</tr>
<tr>
<td>Early November</td>
<td><strong>Spring class scheduling:</strong> Registration begins</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival from Undergraduate Admissions:</strong> Admissions will confirm the specific event dates for the spring (e.g., panel discussions, department fairs, open houses/tours) and request confirmation from departments that will participate.</td>
</tr>
<tr>
<td>November 15</td>
<td><strong>Summer class scheduling:</strong> Close ConnectCarolina and Astra. Room assignments begin.</td>
</tr>
<tr>
<td>Mid November</td>
<td>Reporting deadline for students completing Honors Thesis in Fall</td>
</tr>
<tr>
<td></td>
<td>Fall course evaluations: Course evaluations open for students.</td>
</tr>
</tbody>
</table>

**December**

| December 1    | **Summer class scheduling:** Open ConnectCarolina (limited access) |
| December 5    | **Summer class scheduling:** Course listing available |
| Early December| **Fall** classes end. |
|               | **Fall** course evaluations: Course evaluations close for students (last day of classes) |
| Mid December  | **Fall** commencement |

**January**

| January 2     | **Fall class scheduling:** ConnectCarolina and Astra close. Room assignments begin. |
| Second week   | **Spring classes begin;** course syllabi uploaded to OSM by first day of classes. |
| Mid January   | Independent study learning contracts for **Spring** finalized (approved and registered) by end of late registration. |

**February**

<table>
<thead>
<tr>
<th>Varies</th>
<th>DUS meeting #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>University Catalog editing cycle begins; deadline March 15.</td>
</tr>
<tr>
<td>Early February</td>
<td><strong>Arrival from FYS office:</strong> Reminder that a Prospectus Form for new first year seminars is due March 1 for <strong>Fall semester</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival from Honors Carolina:</strong> Reporting forms and instructions for students completing Honors Theses in <strong>Spring</strong>. Deadline Mid-April.</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Late February</td>
<td><strong>Arrival from Undergraduate Curricula</strong>: Reminder about course selection process and deadlines for <em>Spring evaluations</em>. Sent to course evaluation coordinators and chairs.</td>
</tr>
<tr>
<td>February 28</td>
<td><strong>Fall class scheduling</strong>: Open ConnectCarolina with limited access</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
</tr>
<tr>
<td>March 1</td>
<td>Deadline for First Year Seminar Prospectus Form (<em>Fall classes</em>)</td>
</tr>
<tr>
<td>March 4</td>
<td><strong>Fall class scheduling</strong>: course listing available</td>
</tr>
<tr>
<td>Early March</td>
<td><strong>Arrival from Academic Advising</strong>: Review fall course list reserved for first-year and transfer student registration (during orientation).</td>
</tr>
<tr>
<td>Mid March</td>
<td><strong>Summer class scheduling</strong>: Registration begins</td>
</tr>
<tr>
<td></td>
<td><strong>Spring course evaluations</strong>: Deadline to select classes for evaluation.</td>
</tr>
<tr>
<td>March 15</td>
<td>University Catalog editing cycle ends</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
</tr>
<tr>
<td>Early April</td>
<td><strong>Fall class scheduling</strong>: registration begins</td>
</tr>
<tr>
<td></td>
<td>Low-Productivity Review (in even calendar years) for programs with low enrollment. Required by UNC System Office.</td>
</tr>
<tr>
<td>April 1</td>
<td><strong>Spring class scheduling</strong>: Open ConnectCarolina</td>
</tr>
<tr>
<td>Mid April</td>
<td>Reporting deadline for students completing Honors Theses in Spring.</td>
</tr>
<tr>
<td></td>
<td><strong>Spring course evaluations</strong>: all course evaluations open.</td>
</tr>
<tr>
<td></td>
<td><strong>Arrival from Undergraduate Curricula</strong>: Reminder about course selection process and deadlines for <em>Summer evaluations</em>. Sent to course evaluation coordinators and chairs.</td>
</tr>
<tr>
<td>Late April</td>
<td><strong>Spring course evaluations</strong>: course evaluations close (last day of classes).</td>
</tr>
<tr>
<td></td>
<td><strong>Summer I/Maymester course evaluations</strong>: Deadline to select classes for evaluation.</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
</tr>
<tr>
<td>Early May</td>
<td><strong>Sharing stories (Undergraduate Admissions)</strong>: This is a great time to highlight what your graduating seniors are doing after completing their degrees. Contact Undergraduate Admissions.</td>
</tr>
<tr>
<td>Mid May</td>
<td><strong>Spring</strong> Commencement</td>
</tr>
</tbody>
</table>
**Summer classes** begin for SSI/Maymester; syllabi uploaded to OSM by first day of classes.

Independent study learning contracts for **Summer I/Maymester** finalized (approved and registered) by end of late registration.

| Late May | **Maymester course evaluations**: Course evaluations open

**Maymester classes end.**

**Maymester course evaluations**: Course evaluations close (last day of classes).

*Last updated: July 20, 2018*