UNC | COLLEGE OF ARTS AND SCIENCES
Undergraduate Curricula

A division of the Office of Undergraduate Education

Directors of Undergraduate Studies
Orientation & Reference Guide

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Contents

Orientation and Reference Guide

Overview

Directors of undergraduate studies (DUS), appointed by the department chair, are typically 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

The Office of Undergraduate Education builds programs and partnerships to fulfill Carolina's commitment to every student's success. The Office of Undergraduate Education is part of the dean's Office of Arts and Sciences.

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

DUS Meetings

All DUS in the College of Arts and Sciences typically meet two (2) times each academic year (fall & spring). 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

DUS Contact List, Listserv, and Microsoft Teams

The list of current DUS is posted on the Office of Undergraduate Curricula (OUC) website.

The OUC 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.

The OUC also manages a Microsoft Teams site for DUS. This resource is intended both as a mechanism for the Office of Undergraduate Education to share information and communicate with you **and** for you to collaborate with each other. We envision the site as a single point of reference for information, resources, and documents. Teams also has a chat tool, a file sharing tool, and all of the other tools provided by Microsoft Teams. You can use these tools to share documents, emails, links, videos and more, as needed. *Please note that the Office of Undergraduate Education will not moderate the chat. It is intended as a mechanism for you to communicate with each other. Please continue to reach out to the Office of Undergraduate Education if you have questions. We recommend that you use @ to target a chat to a specific person. Please also note that these platforms are for official business. We respectfully ask that you limit your communications to issues that are relevant to work you are doing.*

To make changes/edits to the DUS list, Teams site, and/or listserv, please submit a request using the 'Update Departmental Contact Directory' request form.

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.

Oversee the undergraduate curriculum:

- Chair a curriculum or undergraduate program committee
- Review syllabi for new and revised undergraduate courses
- Propose/submit curriculum changes
- Edit the Undergraduate Catalog
- Academic program assessment
- Review course substitution requests (degree audit adjustments), transfer credit, study abroad credit

Support undergraduate students:

- Advise students
- Organize special events
- Participate in events for prospective and admitted students sponsored by Undergraduate Admissions
- 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
- Ensure that placement examinations are administered

Serve as liaison to other offices on campus:

- Honors Carolina Office
- Summer School
- Office for Undergraduate Research
- Undergraduate Admissions

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 your chair 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.
- Ensure that your unit is meeting undergraduate majors' course needs and offering sufficient classes.

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:

- 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. Listed below are the deadlines during the 2023-2024 academic year.

Deadlines for New Course Proposals:
- September 1, 2023 – effective spring 2024
- October 1, 2023 – effective summer 2024 or fall 2024
- April 1, 2023 – effective spring 2025

Deadline for Proposals to Revise or Deactivate an Existing Course:
- October 1, 2023 – effective fall 2024

Deadline for Program Changes (majors and minors):
- February 1, 2024 – effective fall 2024

Process: Please see the OUC website for specific procedures (see 'Curriculum Proposals')

Related Links:
- [Catalog](#)
- [Syllabus Guidelines](#)
- [Syllabus Template](#)
- [UPM #04: Standard Course and Section Numbering System](#)
- [UPM #29: Definition of a Credit Hour](#)

Undergraduate Catalog and Editing Schedule

The [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. Please note that page owners (typically the editor role in each department) will technically have access to edit their pages after the Catalog advancement process, which usually occurs in July. The University uses the online Catalog Management System (or "CAT" for short).

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

For more information, see the [OUC website](#).

The Undergraduate Curriculum and Requirements

The requirements and limitations that apply to all undergraduate degree programs can be found in the [Catalog](#). Listed below is a summary of the requirements that DUS should be familiar with.

Requirements for a Bachelor's Degree (summary)
- Students must successfully complete at least 120 semester hours of coursework (requirements are higher than this minimum in some B.S. 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.
- 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.

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](#). *Please note that in Spring 2020, Summer 2020, Fall 2020, and Spring 2021, COVID-19 Grading Accommodations were in place that provided more flexibility and accommodations to the Pass/Fail policy. For additional information, see the archive Catalog from 2019-2020 and 2020-2021.*
- A minimum cumulative GPA of 2.000 in coursework taken at UNC-Chapel Hill in the major core is required. Some programs may require higher standards for admission to the program, for

prerequisite courses in specific sequences, and/or for specific core courses, particularly for professional school programs with additional accreditation standards.

- 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.

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 cumulative GPA of 2.000 in coursework taken at UNC-Chapel Hill in the minor core is required. Some program may require higher standards for minor or specific courses
- 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. *Please note that in Spring 2020, Summer 2020, Fall 2020, and Spring 2021, COVID-19 Grading Accommodations were in place that provided more flexibility and accommodations to the Pass/Fail policy. For additional information, see the archive Catalog from 2019-2020 and 2020-2021.*

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.

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 (Academic Catalog)

The IDEAs in Action general education curriculum empowers students to design their own educational journey, while providing them with a foundation that prepares them for the intellectual growth associated with a Carolina education and in their future roles as leaders, creative problem-solvers, lifelong learners and engaged citizens. Additional information can be found on the [IDEAs in Action website](#).

The IDEAs in Action General Education curriculum applies to all first-year students and transfer students who matriculate as degree-seeking undergraduate students in fall 2022 or later.

Students who matriculated to the University prior to fall 2022 should follow the Making Connections General Education curriculum. Information and approved courses can be found in [archived editions](#) of the Catalog.

Related Links for IDEAs in Action Curriculum:
- [IDEAs in Action website](#)
- [IDEAs in Action Training Session videos](#)
- [Course Submission Process](#)
- [IDEAs in Action Student Learning Outcomes & Recurring Capacities](#)

Related Links for Making Connections Curriculum:
- [Undergraduate Curricula website](#)

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](#). A [Syllabus Template](#) is also available.

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 in the College of Arts and Sciences every fall, spring, and summer term. Professional schools should follow their own procedures for collecting and archiving syllabi.

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 and signed 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
- [Catalog](#)

ConnectCarolina Access

To request access to Student Administration reports (beyond your access in Faculty Center), you will need to work with your department manager. Your department manager will submit an access request form to the Access Request Coordinator (or ARC for short) because the Office of the University Registrar has to approve these requests. Before any student administration access can be granted, you will first need to complete the FERPA (Family Educational Rights and Privacy Act) training. Contact [Joy Montemorano](#), the ARC for the College of Arts and Sciences, with any questions.

Related Links:
- [Getting Access to ConnectCarolina](#)
- [FERPA Training](#)

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 [Assessment](#) website. For more information or assistance, please contact [Dr. Bryant Hutson](#).

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

Degree Audit System & Tar Heel Tracker Training

The Tar Heel Tracker (THT) report is part of a suite of degree audit tools that lists all 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 is the official record documenting a student's completion of all graduation requirements. It 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. No student may be approved for a degree if any item on the student's Tar Heel Tracker report is unsatisfied. Beginning Fall 2023, undergraduate degree clearance for students in the College of Arts and Sciences will be conducted by the Office of the University Registrar.

The Registrar's Office provides the following [THT training classes](#) for DUS (registration required):

- **Tar Heel Tracker – Basics**: Required if you have never used the Tar Heel Tracker.
- **Tar Heel Tracker – RAM Training:** Required for access to make adjustments to a student's Tar Heel Tracker report in real-time.

The Registrar's Office provides several [Training Guides](#). 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 can 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 Credit Re-Evaluation eForm (TCRE) 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.

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

Related Links:
- Office of Undergraduate Curricula website

Evaluation of Study Abroad Course Credit

Students who are enrolled at UNC must go through the Study Abroad Office 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 degree 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.

Note: The process for reviewing and awarding credit for study abroad courses was revised and a new process is in place effective Spring 2021 and later.

Related Links:
- Information for Study Abroad Departmental Reviewers

Student Evaluations of Teaching (end of semester)

The College administers student evaluations of teaching (SET) through the online Blue Course Evaluation software. All College departments are participating in the new electronic system. Every department/unit that offers courses has at least one 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.

Resources to Share:
- Student Evaluations of Teaching Information for College Instructors *(Updated Spring 2023)*

   o This resource is updated and shared yearly with new faculty in the College. We encourage DUS to share this resource with new and continuing graduate student instructors each year, as well as their department's faculty listserv as a resource for all course instructors.

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 (UNC Advising)

IDEAs in Action: First-Year Foundation Courses

The First-Year Foundation courses, including FY Seminar, FY Launch, and Triple-I, help our incoming first-year students navigate their transition to Carolina and build a strong foundation for their future success. Most departments in the College of Arts and Sciences have a minimum number of courses they must offer every academic year. For questions about your department's minimums, please contact Nick Siedentop.

First-Year Seminar

First-year seminars (FY Seminar) 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. FY Seminar provide a hands-on preview of engaged scholarship to students with no prior college experience.

For instructions on proposing a new FY-Seminar, see the OUC website.

First-Year Launch

A First-Year Launch (FY Launch) is a special version of an introductory level course that fulfills a requirement in the major. FY Launch share the same course number, content, and learning outcomes as the standard version of the course, but they also incorporate more student-centered active learning strategies, cap enrollment at 35 seats, and have four additional learning outcomes.

For instructions on proposing a new FY-Launch, see the OUC website.

Each Triple-I course brings together three outstanding professors from different departments across the university so that students can study a common theme from several perspectives. These courses offer unique opportunities for students to join some of UNC's top scholars as they investigate big ideas, while making connections and drawing distinctions between diverse disciplines and approaches. Students will develop key critical-thinking skills with lasting impacts on their future studies and life experiences. Triple-I courses demonstrate the power of multi-disciplinary thinking in an increasingly complex world.

For instructions on proposing a new Triple-I, see the OUC website.

Undergraduate Department Profiles Dashboard

The Undergraduate Department Profiles dashboard was designed to provide faculty with an interactive source of descriptive information on the undergraduate students affiliated with their departments as majors or minors. This dashboard is accessible via the Carolina Analytics Portal, where more information about this specific dashboard can be found. The data is updated annually in the fall semester. Data from external sources may be updated incrementally.

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

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.

- Bob Pleasants, Associate Director

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

Honors Carolina

Carolina faculty play an integral role in the success of Honors Carolina, engaging with students through thought-provoking classroom discussions, hands-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.

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

UNC Advising

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 [Chloē Russel](#), Senior Associate Dean and Director of the Academic Advising Program.

The Center for Student Success

The [Center for Student Success](#) (CFSS) is dedicated to promoting academic excellence to assist students in achieving their academic goals while enrolled at Carolina. Its constituent programs (Learning and Writing Centers, Peer Mentoring, Summer Bridge, Carolina Firsts, and Transfer Student Coaching) 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](#)
- [Carolina Firsts](#)

The Office of Undergraduate Admissions

Undergraduate Admissions is excited to partner with DUS to connect their departments with future Tar Heels. Our partnership has included these 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.
- UNC faculty and staff can submit a **supplemental recommendation** for applicants they meet.
- Awarding **special opportunities**, such as assured admission into a major that requires an application, to exceptional incoming students.
- Evaluating student requests regarding **specific credit for courses taken at another institution**.

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, virtual sessions, 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.

Supplemental Recommendations

We use letters of recommendation to better understand each student's unique journey and how they would contribute to the Carolina community. Each applicant for admission is required to submit one recommendation from a teacher. However, we accept supplemental recommendations if a student wishes to have them as part of their application. We know that many faculty and staff across the University meet with prospective undergraduate students who are interested in their department, and if you gain insight that you think would be helpful to us, we'd welcome your perspective. A supplemental letter of recommendation can be [submitted here](#) by UNC faculty and staff (please don't share this link beyond University employees, and this is only for [prospective undergraduates](#)). We ask that you submit any letters of recommendation by:

- **January 1:** for first-year applicants who have applied Early Action.
- **March 1:** for first-year applicants who have applied Regular Decision.
- **March 15:** for transfer applicants.

Special Opportunities

These programs connect exceptional admitted students with University departments and awards these opportunities to encourage these admitted students to enroll at Carolina. These programs include Honors Carolina, assured admission to majors or dual degree programs normally requiring an application, and summer fellowships for students to conduct research or study abroad. Current

programs can be found on the admissions website. If you'd like to explore highlighting a program or scholarship from your department, please contact Michael Davis at davismw@admissions.unc.edu.

Specific Credit for Courses Taken at Another Institution

The Office of Undergraduate Admissions evaluates transfer credit for all incoming students. While we work to make sure we are awarding all appropriate credit, we partner with the content experts in the academic departments to approve upper-level credit. This process is year-round but tends to be heavier when transfer students are offered admission to Carolina in April. How their credit transfers and keeps them on track towards graduation is a critical piece in their decision-making on whether to enroll by the May 15 deadline.

- **April-August:** Students will request departmental review if generic credit was awarded for a class but they believe more specific credit is appropriate. The process is called The Transfer Credit Re-evaluation Process.
- **Year-round:** Based on individual circumstances, the Transfer Credit Evaluators within Admissions will reach out to academic departments for assistance with a course re-evaluation.

Additional Academic Policies & Procedures

The Academic Catalog provides information about all academic policies and procedures. Below is a partial list that DUS should become familiar with.

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. Once posted, those credits and placements will be applied to a student's Tar Heel Tracker.

Scheduling and Registration Schedule

The University uses the following scheduling and registration schedule:

Event/Action	Fall	Spring	Summer
Open Connect Carolina	October 1	April 1	October 1
Open 25Live (room preferences)	November 1	June 1	October 1
Close CC and Astra	January 2	June 30	November 15
Room Assignments	January 3	July 1	November 16
Open CC (limited access)	February 28	September 18	December 1
Course Listing Available	March 4	September 23	December 5
Registration	**Early April**	**Early November**	**Mid March**

To access the most up-to-date version of the Registrar's Calendar, click here. This page also hosts the updated versions of the Chancellor's Calendars and final exam schedules.

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 their registration appointment date.

If your department requires advising appointments, or you would like to institute this requirement, please contact registrar@unc.edu.

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 make 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
- Catalog

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
- Catalog

Class Attendance Policy

The Class Attendance Policy applies to University approved class absences. For final examination absences see the Policy on Final Examinations. The University Approved Absence Office (UAAO) was created to implement and provide clarity on the Class Attendance Policy and assist students, faculty, and staff with communication about University Approved Absences.

Related Links:
- University Approved Absence Office
- Class Attendance Policy (Academic 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 (Academic Catalog)

Grading System

Permanent Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

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

Temporary Grade	Description
AB	Absent from the final exam, but could have passed if exam taken. This is a temporary grade that converts to an F* after the last day of final exams for the next semester unless the student makes up the exam.
IN	Work Incomplete. This is a temporary grade that converts to F* after the last day of final exams into the next semester unless the student make up the incomplete work.

FA	Failed and absent from exam. Given when the undergraduate student did not attend the exam, and could not pass the course regardless of performance on the exam.
SP	Satisfactory Progress *(Authorized only for the first portion of an Honors Program.)*

A student cannot graduate with any temporary grade on their record.

There are some courses for which only a grade of PS (pass) or F (fail) can be awarded. For most other courses, students may opt to take a class on a Pass/Fail basis.

Related Links:
- Office of the University Registrar
- Grading System (Catalog)
- Grade Appeals (Catalog)

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.

Related Links:
- Academic Eligibility Policy (Catalog)
- Academic Eligibility Standards
- Academic Progress Reports

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.

Related Links:
- Honor Code (Catalog)
- Instrument of Student Judicial Governance (Instrument)

Additional Resources

Office/Program	Website
Academic Advising Program	https://advising.unc.edu/
Center for Student Success and Academic Counseling	https://studentsuccess.unc.edu/
Learning Center	https://learningcenter.unc.edu/
Writing Center	https://writingcenter.unc.edu/
University Registrar	https://registrar.unc.edu/

University Career Services	https://careers.unc.edu/
Accessibility Resources & Service	https://ars.unc.edu/
Campus Health Services	https://campushealth.unc.edu/
Counseling and Psychological Services	https://caps.unc.edu/
Student Wellness Services	https://studentwellness.unc.edu/
Dean of Students	https://odos.unc.edu/
Carolina Center for Public Service (including APPLES)	https://ccps.unc.edu/
Instructional Innovation	https://instructionalinnovation.unc.edu/
Undergraduate Research	https://our.unc.edu/
Honors Carolina	http://honorscarolina.unc.edu/
Distinguished Scholarships	http://honorscarolina.unc.edu/ods/

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.

JUNE	
June 1	• Academic Catalog published (next academic year) • **Spring class scheduling:** Open 25Live (room preferences)
Early June	• New student orientation begins
Mid June	• **Summer I** course evaluations: Course evaluations open.
Late June	• **Summer I** course evaluations: Course evaluations close (last day of classes).
June 30	• **Spring class scheduling:** Close ConnectCarolina and 25Live. Room assignments begin.
Late June	• **Summer II** classes begin; syllabi uploaded to OSM by first day of classes. • Independent study learning contracts for **Summer II** finalized (approved and registered) by the end of late registration.
JULY	
July 1	• New appointments for faculty administrative position generally begin.
Late July	• **Summer II** course evaluations: Course evaluations open. • **Summer II** course evaluations: Course evaluations close (last day of classes).
August	
Third week	• **Fall classes** begin; syllabi uploaded to OSM by first day of classes.
Mid August	• New Faculty Orientation
Late August	• Independent study learning contracts for **Fall** finalized (approved and registered) by end of late registration.
September	

Varies	• DUS meeting #1
Early September	• **Arrival from FYS Office:** Reminder that a Prospectus Form for new first year seminars is due October 1 for **spring semester** classes. • **Sharing stories (Undergraduate Admissions):** 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.
September 15	• Deadline for First Year Seminar Prospectus Form (**Spring semester**)
Mid September	• **Fall** course evaluations: Course selection
September 18	• **Spring class scheduling:** Open ConnectCarolina (limited access)
September 23	• **Spring class scheduling:** Course listing available

October

October 1	• **Fall class scheduling:** Open ConnectCarolina • **Summer class scheduling:** Open ConnectCarolina and 25Live
Early October	• **Arrival from Summer School**: Request for proposed summer session offerings. • **Arrival from Honors Carolina:** Reporting forms and instructions for students completing Honors Thesis in **Fall**. Reporting deadline in mid-November. • **Arrival from Undergraduate Curricula:** Reminder about course selection process and deadlines for **Fall** evaluations. Sent to Course Evaluation Coordinators listserv and chair's listserv. • **Arrival from Director of Ceremonies and Media Events:** Notification about reserving a venue for departmental spring commencement ceremonies; sent to commencement listserv.
October 15	• Undergraduate curriculum deadline (courses and programs)

November

Varies	• DUS meeting #2
November 1	• **Fall class scheduling:** 25Live opens (room preferences)
Early November	• **Spring class scheduling:** Registration begins • **Arrival from Undergraduate Admissions:** 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.
November 15	• **Summer class scheduling:** Close ConnectCarolina and 25Live. Room assignments begin.
Mid November	• Reporting deadline for students completing Honors Thesis in Fall • **Fall** course evaluations: Course evaluations open for students.

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 25Live 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	
Varies	• DUS meeting #3
February 1	• Catalog editing cycle begins; deadline March 15.
Early February	• **Arrival from FYS office:** Reminder that a Prospectus Form for new first year seminars is due March 1 for **Fall semester**. • **Arrival from Honors Carolina:** Reporting forms and instructions for students completing Honors Theses in **Spring**. Deadline Mid-April.
February 15	• Deadline for First Year Seminar Prospectus Form (**Fall classes**)
Late February	• **Arrival from Undergraduate Curricula**: Reminder about course selection process and deadlines for **Spring evaluations**. Sent to course evaluation coordinators and chairs.
February 28	• **Fall class scheduling**: Open ConnectCarolina with limited access
March	
March 4	• **Fall class scheduling:** course listing available
Early March	• **Arrival from Academic Advising:** Review fall course list reserved for first-year and transfer student registration (during orientation).
Mid March	• **Summer class scheduling:** Registration begins • **Spring** course evaluations: course selection.
March 15	• Catalog editing cycle ends
April	
Early April	• **Fall class scheduling:** registration begins • Low-Productivity Review (in even calendar years) for programs with low enrollment. Required by UNC System Office.
April 1	• **Spring class scheduling:** Open ConnectCarolina
Mid April	• Reporting deadline for students completing Honors Theses in Spring. • **Arrival from Undergraduate Curricula**: Reminder about course selection process and deadlines for **Summer** evaluations. Sent to course evaluation coordinators and chairs.
Late April	• **Spring** course evaluations: Course evaluations open. • **Summer I/Maymester** course evaluations: Course selection.
May	
Early May	• **Sharing stories (Undergraduate Admissions):** This is a great time to highlight what your graduating seniors are doing after completing their degrees. Contact Undergraduate Admissions. • **Spring course evaluations**: course evaluations close (last day of classes).

Mid May	• **Spring** Commencement • **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). • **Summer II** course evaluations: Course selection.

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