



**Directors of Undergraduate Studies
Orientation & Reference Guide**

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Table of Contents

Overview.....	4
Senior Associate Dean for Undergraduate Education.....	4
DUS Meetings (fall and spring).....	4
DUS Contact List, Listserv, and Microsoft Teams.....	4
Typical Responsibilities.....	5
Best Practices.....	6
Appointment and Personal Considerations.....	6
Curriculum Changes (courses and programs).....	7
Undergraduate Catalog and Editing Schedule.....	7
The Undergraduate Curriculum and Requirements.....	7
Requirements for a Bachelor’s Degree (summary).....	8
Requirements for Majors (summary).....	8
Requirements for Minors (summary).....	9
Combining Majors and Minors (summary).....	9
Diploma & Transcripts.....	9
General Education (summary).....	10
Course Syllabi.....	10
Online Syllabus Management (OSM) System.....	11
Independent Study and Learning Contracts.....	11
ConnectCarolina Access.....	12
Program Assessments.....	12
Degree Audit System (Tar Heel Tracker).....	12
Evaluation of Transfer Course Credit.....	13
Evaluation of Study Abroad Course Credit.....	13
Student Evaluations of Teaching (end of semester).....	14
Academic Progress Reports.....	14
First Year Seminar Program.....	15
Proposing a New FYS.....	15
Undergraduate Department Profiles Dashboard.....	15
Department Graduation Ceremonies.....	15
The Office of Instructional Innovation.....	16
Office for Undergraduate Research.....	16

Honors Carolina	16
Academic Advising Program	17
The Center for Student Success and Academic Counseling	17
The Office of Undergraduate Admissions	17
Department representation at spring events:	17
Sharing stories:.....	18
Additional Academic Policies & Procedures.....	18
Credit by Departmental Examination	18
Scheduling and Registration Schedule.....	18
Required Advisor Sessions	19
Adding and Dropping Courses.....	19
Auditing Courses	20
Class Attendance Policy	20
Final Examinations	20
Grading System.....	20
Eligibility (Academic Standing)	21
Honor Code.....	21
Additional Resources	22
Calendar	22

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 mission of the Office of [Undergraduate Education](#) is to build programs and partnerships to fulfill Carolina's commitment to every student's success. The Office is committed to the initiatives outlined in [Carolina Next](#), specifically the strategic initiative to [Strengthen Student Success](#).

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, Listserv, and Microsoft Teams

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.

The Office also manages a Microsoft Teams site for DUS (*coming in Spring 2021*). This resource is intended both as a mechanism for the Office of Undergraduate Education to share information and communicate with you and also 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 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 and revised 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 submitted by students seeking re-evaluation
- Review Study Abroad credit requests submitted by students for major/minor requirements, or specific course equivalencies
- 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:

- [Catalog](#)
- [Syllabus Guidelines](#)
- [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 August. 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 [resources on the Registrar’s website](#).

The Undergraduate Curriculum and Requirements

Note: Some policies and requirements were amended during the COVID-19 Pandemic. A complete list of policy changes can be found in the appropriate edition of the [Catalog](#).

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.
- 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 [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 [Fall 2020 or prior](#) may receive TREQ credit; TREQ credit contributes to the hours of C in the major. Courses taken on a study abroad program through the UNC Study Abroad Office Spring 2021 or later, may receive enrollment credit for UNC equivalent courses, departmental elective, or general education/elective credit with a study abroad grading basis, and these courses also contribute 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 [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 [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 [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](#) (Academic 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 current 'Making Connections' 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.

Related Links for Making Connections Curriculum:

- [Catalog](#)
- [Making Connections General Education Criteria Document](#)
- [Making Connections General Education One Page Guide](#)
- [Course Submission Process](#)

Related Links for IDEAs in Action Curriculum:

- IDEAs in Action website (coming soon)
- [IDEAs in Action Implementation](#)
- [Course Submission Process](#)
- [IDEAs in Action Student Learning Outcomes & Recurring Capacities](#)

[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](#).

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 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 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](#) or [Dr. Bryant Hutson](#).

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

Related Links:

- [Assessment Report Instructions and Examples](#)

[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 a 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 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](#)
- [Quick Start Guide for Approver](#)
- [Re-evaluation of Transfer Credit Guide](#)
- [Department Approver FAQ \(2017-05\)](#)

[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 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 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 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:

- [Student Evaluations of Teaching Information for College Instructors](#)
 - 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](#) (Academic Advising Program)

[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.

[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](#).

[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](#)

[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

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

[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.

- James Leloudis, Associate Dean for Honors Carolina
- Mitch Prinstein, 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 [Chloë Russel](#), 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](#)
- [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 & Procedures

The Academic Catalog provides information about all academic policies and procedures. Below is a partial list that Directors of Undergraduate Study 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](#).

Scheduling and Registration Schedule

The University uses the following scheduling and registration schedule:

<i>Event/Action</i>	Fall	Spring	Summer
---------------------	-------------	---------------	---------------

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

Changes to this schedule due to the pandemic have been previously disseminated by the Scheduling Team to the scheduling officers' listserv. 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.

Effective November 2020 the Registrar no longer uses AdAstra to manage room assignments. The new system is called 25Live; additional resources can be found [here](#).

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 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](#)
- [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.

Related Links:

- [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.
IN	Incomplete
FA	Cannot pass the class.

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	http://cssac.unc.edu/
Learning Center	https://learningcenter.unc.edu/
Writing Center	https://writingcenter.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 Summer I course evaluations: Course evaluations open.
Mid June	Summer I course evaluations: Course evaluations close (last day of classes).
Late June	Summer II course evaluations: Course selection.
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.
Mid July	Summer II course evaluations: Course evaluations open.
Late July	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.
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 Deadline for First Year Seminar Prospectus Form (Spring semester) 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.

	<p>Arrival from Undergraduate Curricula: Reminder about course selection process and deadlines for Fall evaluations. Sent to Course Evaluation Coordinators listserv and chair's listserv.</p> <p>Arrival from Director of Ceremonies and Media Events: Notification about reserving a venue for departmental spring commencement ceremonies; sent to commencement listserv.</p>
October 15	Undergraduate curriculum deadline (courses and programs)
November	
Varies	DUS meeting #2
November 1	Fall class scheduling: 25Live opens (room preferences)
Early November	<p>Spring class scheduling: Registration begins</p> <p>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.</p>
November 15	Summer class scheduling: Close ConnectCarolina and 25Live. Room assignments begin.
Mid November	<p>Reporting deadline for students completing Honors Thesis in Fall</p> <p>Fall course evaluations: Course evaluations open for students.</p>
December	
December 1	Summer class scheduling: Open ConnectCarolina (limited access)
December 5	Summer class scheduling: Course listing available
Early December	<p>Fall classes end.</p> <p>Fall course evaluations: Course evaluations close for students (last day of classes)</p>
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	<p>Arrival from FYS office: Reminder that a Prospectus Form for new first year seminars is due March 1 for Fall semester.</p> <p>Arrival from Honors Carolina: Reporting forms and instructions for students completing Honors Theses in Spring. Deadline Mid-April.</p>
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 1	Deadline for First Year Seminar Prospectus Form (Fall classes)
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	<p>Summer class scheduling: Registration begins</p> <p>Spring course evaluations: course selection.</p>
March 15	Catalog editing cycle ends
April	
Early April	<p>Fall class scheduling: registration begins</p> <p>Low-Productivity Review (in even calendar years) for programs with low enrollment. Required by UNC System Office.</p>
April 1	Spring class scheduling: Open ConnectCarolina
Mid April	<p>Reporting deadline for students completing Honors Theses in Spring.</p> <p>Arrival from Undergraduate Curricula: Reminder about course selection process and deadlines for Summer evaluations. Sent to course evaluation coordinators and chairs.</p>
Late April	Spring course evaluations: Course evaluations open.

	Summer I/Maymester course evaluations: Course selection.
May	
Early May	<p>Sharing stories (Undergraduate Admissions): This is a great time to highlight what your graduating seniors are doing after completing their degrees. Contact Undergraduate Admissions.</p> <p>Spring course evaluations: course evaluations close (last day of classes).</p>
Mid May	<p>Spring Commencement</p> <p>Summer classes begin for SSI/Maymester; syllabi uploaded to OSM by first day of classes.</p> <p>Independent study learning contracts for Summer I/Maymester finalized (approved and registered) by end of late registration.</p>
Late May	<p>Maymester course evaluations: Course evaluations open</p> <p>Maymester classes end.</p> <p>Maymester course evaluations: Course evaluations close (last day of classes).</p>

Last updated: January 15, 2021