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Awarding Departmental Elective Credit

This credit can be for majors, minors, or students outside your unit (school/department).

The benchmark for awarding departmental elective credit is "sufficient relation" to the subject code you wish to award.

How to fill out the form:

The three selections marked with red arrows (on the left) are required. If all three are not made, the form may not route correctly, or may be unclear to those processing it.

The applicable to all students question marked with a blue arrow (on the right) is asking if this course, at this institution, can be automatically awarded the indicated credit moving forward. Answering "yes" adds this approval to the transfer tables used by Admissions to process transcripts. Answering "no" means this course will come to you for review again before the selected credit can be awarded again.

Things to keep in mind:

If you do not tick the "Counts as elective hours towards degree." box, the request will not properly route to Admissions to update the student's credit.

Please be sure you are filling in the "MEJO" subject on all request to avoid confusion in the Admissions office during processing.

You can award this credit to any student. They do not need to be majors or minors in your school. Your evaluation is of the course, and while you may be awarding credit based on whether you would grant it to one of your majors or minors, the student does not need to be one for you to award credit. We do encourage you to leave notes about what credit in the major/minor could be awarded in case the student is planning to apply to your major/minor.

Awarding Equivalent Credit

The amount of overlap required to count as equivalent is up to the unit, but the goal for the system it to award the most appropriate equivalent course. If the student requested one course, but it's actually equivalent to another, we want to you to award that more appropriate equivalent.

How to fill out the form:

The two selections marked with red arrows (top two on right) are required. If both are not made, the form may not route correctly, or may be unclear to those processing it.

The applicable to all students question marked with a blue arrow (on the right) is asking if this course, at this institution, can be automatically awarded the indicated credit moving forward. Answering "yes" adds this approval to the transfer tables used by Admissions to process transcripts. Answering "no" means this course will come to you for review again before the selected credit can be awarded again.

Things to keep in mind:

You do not need to award an equivalent to grant major/minor credit. You can do that with any course credit (in MEJO or not) with the directions below.

You can award this credit to any student. They do not need to be majors or minors in your school. Your evaluation is of the course, and while you may be awarding credit based on whether you would grant it

to one of your majors or minors, the student does not need to be one for you to award credit. We do encourage you to leave notes about what credit in the major/minor could be awarded in case the student is planning to apply to your major/minor.

Awarding major/minor credit

If you are awarding a specific UNC equivalent course, please do so as detailed above. You should not need to take additional action to award the appropriate major/minor credit in these cases. The course credit should automatically apply to the major or minor in the same way the course taken at UNC would.

If the student does not yet have credit, or their credit needs to be updated to be departmental elective credit under your subject code, be sure to award departmental elective credit as detailed in the second screenshot below.

Major/Minor credit can overlap with departmental elective credit.

How to fill out the form:

If awarding major/minor credit for a course credit already awarded:

This would be used if student already have the correct departmental elective credit, or you are awarding major/minor credit for a course outside your unit that has already been awarded (this is especially applicable for additional requirements designed to be taken outside your unit).

The three selections marked with red arrows (on the left) are required. If all three are not made, the form may not route correctly, or may be unclear to those processing it.

If the student does not yet have credit, or you wish to update that to be MEJO ---, you will need to also make these selections:

The five selections marked with red arrows (on the left) are required. If all of these are not made, the form may not route correctly, or may be unclear to those processing it.

Tarheel Tracker Configuration Finder

The link to the "Tarheel Tracker Configuration Finder" (seen is screenshots above) will take you to a site that will help you identify the Tarheel Tracker code for the requirement you wish to award. A screen shot is included below with an example of the Media and Journalism choice category for a Fall 2020 student.

If you ever have issues finding a THT code, you can identify them from a Tarheel Tracker, or reach out to me for assistance.

The applicable to all students question marked with a blue arrow (on the right) is asking if this course, at this institution, can be automatically awarded the indicated credit moving forward. Answering "yes" adds this approval to the transfer tables used by Admissions to process transcripts. Answering "no" means this course will come to you for review again before the selected credit can be awarded again.

Be aware that the applicable to all students indicator is only valid for the course credit being awarded (equivalent or departmental elective). Major/minor approvals made with a Tarheel Tracker code as outlined above can only be made on a case-by-case basis.

Things to keep in mind:

Major/minor credit does not require an equivalent course.

This type of credit can only be awarded on a major/minor request for one of your majors. Please check the major/minor listed in the student information on page one of the form and any notes in the student comment history to verify they are one of your majors/minors. This credit award option will also only be visible when the student has marked the request as the major/minor request type.