Request for Approval of Transfer Credits

(1) Instructions (Credit for Field Concentration Courses): To receive course credit for a field concentration course taken abroad, please complete the form below and attach the following: (1) A brief description of your field concentration in public policy and how this course contributes to your field, (2) a full syllabus of the course and (3) a copy of your transcript showing completion of the course and the grade earned. If you have not yet taken the course and would like pre-approval of the course, please submit a copy of the syllabus. However, because students must earn a minimum of a C (not C-) for any transfer course, final approval cannot be provided until the transcript is received.

(2) Instructions (Credit for Public Policy Core Courses): Substitutes for core courses in the public policy major are allowed in rare circumstances and approval of substitutions requires that the course material provided in the alternative course be nearly identical to that of the department's required core course.

To receive credit for a core public policy course taken at another university, please complete the form below and attach the following: (1) A brief statement regarding the reason for taking the core course at another university rather than the required course at UNC, (2) a full syllabus of the course, and (3) a copy of your transcript showing completion of the course and the grade earned. To receive credit for a transfer course you must have earned a minimum of a C (not C-).

Name (First, Middle, Last):

Email: ___________________________ Phone: ___________________________

PID: ___________________________ Expected date of graduation: ___________________________

Public Policy Field Concentration: ___________________________

Requests are reviewed once each term. Please submit your request to by August 1 (Summer), December 1 (Fall), and April 1 (Spring):

Student Services Manager
Department of Public Policy
University of North Carolina-Chapel Hill
Abernethy Hall, CB#3454
Chapel Hill, NC 27599

(Turn Over)
Title of Transfer Course: _____________________________________________________

Number and Title of Core Public Policy Course (if seeking transfer credit for a core course): ____________________________________

Please write your brief statement for transfer credit in the space below (150 words or fewer).

For Public Policy Faculty Use (Core Course Transfer Credit Only):

I have reviewed _________________________ request for transfer credit for the course entitled (student’s name) _________________________________. I approve □ do not approve □ of the course as a substitute for the core course _________________________________.

________________________________________
(Core Course Instructor’s Signature and Date)

For Department Chair or Director of Undergraduate Study Use:

I have reviewed _________________________ request for transfer credit for the course entitled (student’s name) _________________________________. I approve □ do not approve □ of the request for transfer credit.

________________________________________
(Department Chair or DUS’ Signature and Date)