

## Final Academic Verification to Participate on a Duke-Administered Domestic Program

**THIS FORM MUST BE COMPLETED BY ALL DUKE STUDENTS STUDYING ON A DUKE-ADMINISTERED DOMESTIC PROGRAM\***

Deadline: Please return this form by **Friday, April 13, 2012** to the Duke Global Education Office for Undergraduates (GEO-U), Smith Warehouse, Bay 6, 2nd Floor, 114 S. Buchanan Blvd., Box 90057, Durham, NC 27708 or fax to 919-684-3083. Please **print neatly** in dark ink.

Name \_\_\_\_\_  
(Last) (First) (Middle)

Student ID \_\_\_\_\_ Expected Date of Graduation \_\_\_\_\_

Vacation Mailing Address \_\_\_\_\_ City \_\_\_\_\_  
Complete **ONLY** if mail should be sent to an address other than home or campus address

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Vacation E-mail Address \_\_\_\_\_

**I have chosen to study on the following Duke-in domestic program(s). I understand that by submitting this form, I agree to drop all courses for which I enrolled at Duke in the semester(s) I am scheduled to participate on the Duke domestic program; otherwise I agree to allow the GEO-U to drop these courses on my behalf. I also agree to have the GEO-U cancel on my behalf all on-campus housing requests and/or the housing license and dining plan that I may have signed for the semester(s) while I am away.**

Spring Domestic Program Name/Site \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Fall Domestic Program Name/Site \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Please mark expected date of return to Duke: Spring 2013 \_\_\_\_\_ Fall 2013 \_\_\_\_\_ Spring 2014 \_\_\_\_\_

**Special Notes:**

- 1) I understand that to determine my eligibility to earn recognition for honors such as Dean's List while participating in a domestic program, I will need to consult the Duke *Undergraduate Bulletin* under Academic Recognition and Honors and my academic dean.
- 2) I understand that all arrangements for my return to on-campus housing must be made directly with **Residence Life & Housing Services, 218-B Alexander Avenue (Central Campus)**. It is **my responsibility** to meet notification deadlines at that office.
- 3) I understand that my graduation date may have to be adjusted if my official domestic program transcript is not received and credit transfers are not completed by the specified deadlines.
- 4) I understand that if I received a conditional waiver, I must meet all specified conditions in order to be eligible to study on a Duke-administered domestic program.
- 5) I understand that I must immediately notify the GEO-U if I am placed on academic or disciplinary probation and my right to study in a domestic program for academic credit at Duke will immediately be suspended for the duration of my probationary period, regardless of my acceptance to a domestic program.
- 6) I have declared my major by submitting my Long Range Plan.
- 7) I understand that I must complete an online post-program evaluation of my domestic program and that my registration for the following semester will be blocked if I do not complete and submit the post-program evaluation.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Duke University's domestic programs: Duke in NY Arts and Media Summer Internships in the City; Duke in NY Arts and Media fall semester program; Duke in Los Angeles spring semester; Duke in NY Financial Markets and Institutions spring semester.

CONTINUED FROM REVERSE SIDE

(1) I, \_\_\_\_\_ (printed name of student), and the DUS (Director of Undergraduate Studies) or Academic Advisor signing below have agreed that I will take the following course types (e.g., two English courses, one economics course) on the domestic program in compliance with my degree requirements and long-range plan. (Please list the Duke courses as well as any course or courses you plan to take at the affiliated university.) We both understand that circumstances may require a change in this plan once I have started the program. I understand I should notify my academic advisor or dean, the GEO-U, and the on-site program director of any course changes while the Duke domestic program is in session.

**\*YOU MUST LIST THE COURSE TYPES YOU WILL TAKE WHILE IN THE DOMESTIC PROGRAM\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I must take the **normal, full credit load** (no unauthorized course underloads or overloads are permitted) of any Duke-administered domestic program and that all courses I plan to take on the domestic program must be approved by Duke and taken for graded credit, not pass/fail. I understand that students who plan to attend graduate school in the future should order extra copies of their study away transcript for their graduate school applications. Graduate schools will take note of grades earned on any domestic or study abroad program.

**Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(2) Approval by **Director of Undergraduate Studies** or **academic advisor** in the student's major.

**I have discussed this student's plans to study on a Duke-administered domestic program and approve of them.**

**DUS's or academic advisor's printed name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(DUS or major department advisor only)

**NOTE: SIGNATURES FROM PRE-MAJOR ADVISORS ARE NOT ACCEPTABLE FOR THIS FORM.**

**For Office Use Only:**

(3) Approval by Associate Dean for Global Education Office for Undergraduates:

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***NOTE:*** Registration instructions for the semester following your domestic program will be sent via e-mail to your Duke account by the Office of the Registrar shortly before the start of the registration period. If you are in a remote location where you are unlikely to have access to e-mail or other electronic forms of registration, you should notify the GEO-U as soon as possible to arrange for registration materials to be sent to you via courier service. You must include a street address and phone number.