

North Carolina Central University
Office of the Registrar
1801 Fayetteville Street, Durham, North Carolina 27707

INTER-INSTITUTIONAL AGREEMENT

Updated December 2020

Pursuant to the Inter-Institutional Membership Agreement (“Agreement”), any enrolled degree-seeking Graduate, Professional or Undergraduate student at one of the participating Member Institutions may register for courses at UNC-Charlotte, UNC-Chapel Hill, UNC-Greensboro, North Carolina State University, North Carolina Central University, and Duke University (herein individually, “Institution,” “Home Institution,” “Member Institution,” or collectively, “Member Institutions”) with appropriate approval from their home institution.

1. **PURPOSE:** The purpose of this Agreement is to allow degree-seeking students at Member Institutions to enroll in courses at other Member Institutions that might not otherwise be offered at their Home Institutions. Such courses might be courses necessary for the fulfillment of specific degree requirements or taken in order to provide enrichment opportunities. Courses taken pursuant to this Agreement are for credit courses only.
2. **ELIGIBILITY:** A student may enroll in a course at a Member Institution if the student's academic advisor and/or dean can certify that the course is appropriate for the student's degree program and that the course is not available during the same academic term at the Home Institution. Enrollment by inter-institutional registration is normally limited to:

FALL & SPRING

- two courses per term for a graduate (or professional school) student, provided that the student is also registered for the balance of his/her normal load at their Home Institution
- one course per term for an undergraduate student provided that the student is also registered for the balance of his/her normal load at their Home Institution.

SUMMER

- one course per summer session, provided that the student (graduate & undergraduate) is also registered for at least the equivalent of three credit hours per session at their Home Institution

3. **TUITION:** A visiting student is billed by their Home Institution at the prevailing tuition rate. The Host Institution will receive no fees from the inter-institutional student unless there is a special fee associated with a particular course. In such a case, the student must pay the fee to the Host Institution.
4. **GRADING:** A visiting student taking a course by inter-institutional registration will be graded in the course in accordance with the grading system of the Host Institution and converted in accordance with the grading system of the Home Institution.
5. **REGISTRATION:** A visiting student shall be registered at a Host Institution for any class approved by their Home Institution, providing space is available. If the course is denoted with permission required restrictions, then the student must obtain instructor/departmental approval as required by the Host Institution.

Included is a copy of the revised Inter-Institutional Approval Form as agreed upon by the Member Institutions. UNC-Chapel Hill is responsible for the maintenance and distribution of the form.

Member Institutions will accept Inter-Institutional Approval Forms (*fillable PDF*) sent via email, prior to the first

day of classes at the Host Institution.

6. **CANCELING/DROPPING REGISTRATION:** Drops and cancellations will be determined by the Home Institution's academic calendar and this information will be shared with the Host Institution via email.
7. **TERM:** The term of this agreement will continue until such time that it is mutually dissolved by the participating Institutions.
8. **CONDUCT:** Visiting students shall be subject to the rules, regulations, and codes of conduct of the Host Institution. The Host Institution shall have the right to exclude any student who violates the Host Institution's policies or rules pursuant to Section 9 below. Visiting students will have the same rights and privileges enjoyed by other students of the Host Institution.
9. **EXCLUSION:** A Host Institution retains the right to dismiss any visiting student if deemed necessary by Host Institution; provided, however, that in the event Host Institution dismisses or excludes a student, it shall immediately notify the visiting student and the Home Institution and shall provide an explanation of the reasons for such exclusion, along with all evidence supporting such explanation. Host Institution shall also provide an opportunity for the excluded student to respond to any allegations resulting in exclusion.
10. **NON-DISCRIMINATION:** Member Institutions will not discriminate in any manner on the basis of race, color, religion, age, national origin, physical or mental disability, political affiliation, veteran status, genetic information, sex, sexual orientation, gender expression, or gender identity, and will comply with all nondiscrimination and affirmative action laws, ordinances, and executive, administrative, or judicial regulations, orders, and decrees applicable to Member Institutions in the performance of this Agreement.
11. **FERPA:** Each Member Institution shall be considered a school official with a legitimate educational interest in the education records under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) of each other Member Institution and will ensure that its use of education records or information from education records (as defined by FERPA) complies with FERPA and any implementing regulations or subsequent amendments thereto. In addition, each Member Institution agrees only to utilize or disclose information from visiting students' education records for the purposes of performing its duties pursuant to this Agreement.
12. **MUTUAL INDEMNITY:** Only in a manner consistent with and subject to the limitations established by North Carolina law, including but not limited to the NC Tort Claims Act, NCGS 143-291 et seq., and without a waiver of sovereign immunity, each Member Institution agrees to indemnify, defend, and hold harmless each other Institution for acts or omissions of their respective employees, officers, or agents.
13. **JURISDICTION & CHOICE OF LAW:** This Agreement shall be construed, governed, and enforced by and in accordance with the internal laws of the State of North Carolina. Each Member Institution expressly consents to the jurisdiction of the Superior Court of the State of North Carolina should litigation arise between the parties.
14. **COMPLIANCE WITH LAWS:** Each Member Institution shall be responsible for compliance with all federal, state, county and municipal laws, ordinances, and executive, administrative, or judicial regulations, orders, and decrees, and with all its own policies and rules applicable to its performance under this Agreement.

Interinstitutional Approval Form

(FOR STUDENTS TAKING COURSES ON ANOTHER CAMPUS)

Home Institution:

☐ Duke University ☐ UNC - Chapel Hill
☐ NC Central University ☐ UNC - Charlotte
☐ NC State University ☐ UNC - Greensboro

Host Institution:

☐ Duke University ☐ UNC - Chapel Hill
☐ NC Central University ☐ UNC - Charlotte
☐ NC State University ☐ UNC - Greensboro

Classification:

☐ Graduate / Professional ☐ Undergraduate

Department / College: _____

Last name

First name

Middle name or initial

Student ID number

CURRENT LOCAL ADDRESS

Street address, RFD, or PO Box number

Apartment

Telephone

City

State

Zip

Email address

PERMANENT MAILING ADDRESS (where you will be receiving registration materials)

Street address, RFD, or PO Box number

City

State

Zip

County

Country (if not US resident)

What is your legal residence?

County

State

Country

CITIZENSHIP: ☐ US Citizen

☐ Nonresident alien

☐ Resident alien

DATE OF BIRTH (xx/xx/xxxx) : _____

SEX: ☐ Male ☐ Female

PLACE OF BIRTH: _____

APPLICANT'S ETHNIC GROUP: Ethnic identification is required by the Office of Civil Rights of the Department of Health Education and Welfare to assure compliance with the Civil Rights Act. Ethnic origin is not a factor in admission; all applications are considered without reference to sex, creed, or race.

☐ African-American (not of Hispanic origin)
☐ Hispanic

☐ American Indian or Alaskan Native
☐ White (not of Hispanic origin)

☐ Asian or Pacific Islander
☐ Other / Foreign

Have you ever attended the visited institution:

☐ No

☐ Yes

If "Yes," last term attended _____

Term you desire to attend: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Are you graduating this term? ☐ Yes ☐ No

Number of hours for which you will be enrolled for the above semester: Home institution _____ Host institution _____

COURSE(S) TO BE TAKEN ON VISITED CAMPUS (please consult the visited institution's schedule of classes to correctly fill out this section): **NOTE:** Courses cannot be taken on a pass/fail or audit basis.

Subject Abbr.	Course No.	Section	Title	Cr. Hrs.	Hour/Days	Host Instructor Approval (if required) or attach documentation

Signature Certification *By checking this box I acknowledge that I am legally signing this document.

I understand that this is legally binding the same as a conventional signature* In place of your signature, please type your full legal name in the appropriate space. By e-signing and dating this form, I consent to the sharing of all my educational records (FERPA -protected information) among the home and host institutions. I also agree to abide by the student code of conduct at the host institution.

*

Student's signature

Date

*

Approval of Dept/Academic Advisor

Date

*

Approval of College Dean

Date

*

Approval of Home Institution Registrar

Date

Registration Office - Home Institution Use Only

Sent completed interinstitutional form to visited institution by:

☐ US Mail / State courier ☐ Email ☐ Student Date _____

Student dropped course -

Visited institution notified (date) _____

Registration Office - Host Institution Use Only

Visiting student registered on _____
Visiting student not registered because _____

Sent confirmation / rejection notice by:

☐ US Mail ☐ Email ☐ Student Date _____

Received drop notice _____

***Return signed form to the Registrar's office of your home institution**

APPROVAL FOR INTERINSTITUTIONAL REGISTRATION

North Carolina Central University • Office of the University Registrar
1801 Fayetteville Street • Durham, North Carolina 27707

FROM: _____
DEPARTMENT OR SCHOOL

This is to advise that the student referenced below has been approved to take the indicated course(s) during the indicated academic term. The equivalent course(s) at North Carolina Central University needs to be specified. Submit this form along with the *Interinstitutional Approval Form*.

STUDENT NAME _____ STUDENT ID# _____

LOCAL ADDRESS _____

TERM: _____ Fall Spring Summer I Summer II

YEAR: _____ VISITED INSTITUTION: DUKE NCSTATE UNC-CH
UNC-C UNC-G

OFFICIAL COURSE NUMBER AND COURSE NAME AS GIVEN BY THE VISITED INSTITUTION

1. _____
2. _____

EQUIVALENT COURSE AT NORTH CAROLINA CENTRAL UNIVERSITY

1. _____
2. _____

Approved by: _____ Date _____
Department Chairperson

_____ Date _____
Dean of School or College