PERMISSION TO TAKE COURSE UNDERLOAD



Note: If you are a **degree-seeking undergraduate** and due to extenuating circumstances you need to enroll in less than 12 credit hours for a given semester, you must obtain prior approval.

Fall

Spring Year:

*** Use the reverse side of this form or attach a statement that fully explains your reasons for requesting an underload. ***

The Office of the Registrar will review requests for underload. Less than twelve (12) credit hours of enrollment in the Fall/Spring semester constitutes an enrollment underload. A formal response to this request will be emailed to the student's CNU campus email address on file with the University. Return this signed and completed form to the Office of the Registrar, located on the first floor of Christopher Newport Hall, prior to the first day of the term referenced above. This requirement applies to undergraduate, degree-seeking students only. Please note fulltime enrollment is required for participation in the President's Leadership Program (PLP), the Honors Program, intercollegiate athletics, Reserve Officers' Training Corps (ROTC), Resident Assistant (RA), or any group/organization that requires fulltime status; therefore, you are *highly encouraged* to communicate your decision to underload with all relevant offices/departments to discuss the potential impact prior to submitting your underload form. Students are required to register and maintain a minimum of 12 credit hours to be considered full-time during regular semesters (fall and spring). Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters to make progress toward graduation in four years. **Students enrolled as less than full-time are reminded that financial aid, health insurance, NCAA athletics, progress toward degree, immigration status and/or eligibility for University housing may be impacted. Note: This request to underload form is for enrollment purposes and students' ability to graduate in a timely manner only, and has no bearing on financial, housing, ROTC, or scholarship eligibility, and does not override other signed contracts by any other department(s) and/or organization(s).**

DATE:	CNU ID#:					
NAME:						
NAME:	(FIR	(FIRST)				
DAYTIME PHONE:	YTIME PHONE: MAJOR:					
EMAIL ADDRESS:						
EXPECTED DATE OF GRADUA	TION: 🗌 May	August	December	20	_Year	
The following	ng questions MUST be answ	ered and are for in	nformational purp	oses only: A	RE YOU	
Recipient of financial aid?				□No		
Resident in Unive	Resident in University housing					
Student athlete?	Student athlete?					
Intending to grad	uate <u>this</u> semester (the term fo	or which you are sub	mitting this form)?	∐Yes	□No	
	Propose	ed Schedule of C	lasses			
Su	bject	Number	Se	ection	Credits	
(Example) BIOL		101		01	3	
				Total (Credits	

Student's Signature: _

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Date:

An electronic signature is sufficient if received from a Christopher Newport e-mail address.

Rev. 04/2014

Please note that students are strongly encouraged to register for at least 15 credit hours in all regular semesters to make progress toward graduation in four years.

<u>Graduation Requirement</u> : You must have at least a 2.00 cumulative grade point average for graduation, and a total of at least 120 academic semester hours is <i>required</i> for graduation. Note: students are expected to be registered for at least one CNU course during the semester of their conferral date. Please keep in mind that credit will not be awarded for a course withdrawal and should be considered when determining the number of credit hours needed or remaining to complete your graduation requirements.
OFFICE USE ONLY: Approve Disapprove SPACMNT EMAIL SHADEGR SGASPRT SFARHST SMARQCM
Processed by: Date of Action:

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