**REQUEST TO TAKE COURSE(S) ELSEWHERE**

**Note:** Permission to take courses elsewhere to transfer to CNU is available for degree-seeking students and is only granted when this form has been completed and all approving signatures have been obtained.

**INSTRUCTIONS:**

**Step 1:** Read this form carefully, completing all information, and signing to acknowledge your adherence to the stated University policies.

**Step 2:** Return completed form to the Office of the Registrar. **Please allow a minimum of two weeks for processing.**

**Step 3:** Approval is not granted until all sections of this form and approving signatures are obtained.

**Step 4:** Supply statement regarding the reason(s) you are not enrolling in the class(es) at CNU.

**Check only one of the following:**

- ☐ Permission to take course(s) at another institution to transfer to Christopher Newport University
- ☐ Permission to take course(s) at another institution through the Virginia Tidewater Consortium (VTC)*

*Note: If you are taking a course through the VTC, you are **required** to complete the additional VTC Approval form prior to enrollment; you will be **required** to pay your tuition/fees to CNU. All forms must be submitted to the CNU Office of the Registrar for approval prior to enrollment.*

**Note:** In some cases, you may be required to provide a **catalog description and/or syllabus** for the requested course. If the course at the transfer institution carries more credit than the CNU equivalent credit course, you will only be awarded the credit hours associated with the CNU equivalent course. **This form must be completed and approved by the Office of the Registrar prior to your enrolling in the courses below.** Students should not assume approval.
Request to take Course(s) Elsewhere

Student Name: ___________________________ CNU ID: _______________________

CNU Email: ___________________________ Cell Phone: _______________________

Residence Hall or Local Street Address: _____________________________________________

City: ___________________________ State: ___________________________ Zip: ___________________________

Anticipated Graduation Date: ___________________________ Degree: __________ Major: ___________________________

Minor (if applicable): ______________ Concentration (if applicable): ___________________________

Host Institution Information

Term and Year of Enrollment Requesting Permission: □ Fall □ Spring □ Summer _____ Year
Start Date of Host Institution Term: ___________________________

Name of Institution: ___________________________

Courses To Be Taken Courses Elsewhere

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<th>Subject</th>
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- Permission to take courses elsewhere is a privilege that the University grants to degree-seeking students.
- Courses completed at CNU with a grade of “D” or “F” cannot be repeated at another institution for purposes of transferring the credit to CNU.
- A maximum of 92 semester hours of transfer credit can be applied toward a CNU degree, which includes a maximum of 66 semester hours of transfer credit from a junior or public community college. Transfer credit will be granted for courses that carry a passing grade of "C" or better.
- Approval granted does not constitute a waiver of any university requirements. Students should not assume that approval has been granted until they have received a signed, approved copy of this form along with a letter of instruction and approval. Students are responsible for being familiar with the Undergraduate Catalog and complying with academic policies and graduation requirements.
- Grades for courses taken elsewhere will be recorded with a "T" indicating a passing grade; credit will count toward graduation but will not be computed in the grade point average (GPA).
- Courses taken through the Virginia Tidewater Consortium (VTC) will be recorded with the letter grade earned and will be computed in the grade point average (GPA). Note: Participation through the VTC requires additional paperwork and has additional requirements for participation.

By signing, I am certifying that I have read the information above and understand the limitations of taking courses elsewhere as stated. I am not currently on academic suspension. I understand that any falsification on this request will invalidate any and all approvals granted, and no transfer credits will be awarded. In addition, I understand that a minimum of 45 credit hours must be completed at CNU and 30 of the last 36 credit hours, including the last 12 credit hours within the major field, must be completed in residence at CNU.

Student’s Signature ___________________________________________ Date: ___________________________

Office of the Registrar Processing and Approval

Equivalent to be Assigned by Academic Dept: □Yes □No
Academic Dept and Date: ___________________________
Cum GPA: ___________________________

Student’s Academic Standing: □Eligible for Permission □Ineligible for Permission
Residency Requirement Met? □Yes □No

Compliant with Repeat Policy: □Yes □No
Student Class: □FR □SO □JR □SR

Date Equivalent Received from Aca Dept: ___________________________
SACS Accreditation: □Yes □No
AACSB Accreditation: □Yes □No

Intent to Graduate Form on file: □Yes □No
Graduation Term: ___________________________

Processed by: ___________________________
Date Processing Completed: ___________________________

Asst/Assoc/Dean Approval: ___________________________
Date: ___________________________

Asst/Assoc/Dean Denial: ___________________________
Date: ___________________________

Reason for Denial: ___________________________
Date: ___________________________

Student Notified: ___________________________
Date: ___________________________

Revised 12-2013