

REQUEST TO TAKE GRADUATE COURSE ELSEWHERE
INSTRUCTIONS

- Step 1:** Please read this form carefully. Complete all required information, and sign this form acknowledging your adherence to the stated University policies.
Step 2: Attach **catalog description** of the requested course, a **written explanation of your scheduling conflict** and your **CNU Live transcript** to this form.
Step 3: Obtain all signatures in the sequence of appearance. **FORM WILL NOT BE PROCESSED IF SIGNATURES ARE SIGNED OUT OF ORDER.**
Step 4: Return completed form to the **Office of Graduate Studies**. Permission will not be granted for a course taken without prior authorization

Student's Name: _____ CNU ID Number _____

Degree Program: ___ APCS ___ ENVS ___ MAT Intended Graduation Date : _____ 20 ___

Local Address: _____

City/State/Zip: _____ Phone Number: _____

Permission to take courses elsewhere is a privilege that the University grants to degree-seeking students only when such action academically is necessary to meet scheduling requirements for their programs that cannot be met in residence at CNU. Permission generally is denied, except for scheduling conflicts or pending graduation.

If you currently are on academic probation, academic suspension, or academic dismissal, you cannot request permission to take a course elsewhere.

Graduate courses completed at CNU with a grade of " C " or " F " cannot be repeated at another institution for transfer credit.

A maximum of six semester hours of graduate transfer credit can be applied toward a CNU degree. Graduate transfer credit will be granted for courses that carry a passing grade of " B - " or better. Pass/Fail grades are not accepted for transfer.

Approval granted does not constitute a waiver of any university requirements.

The official transcript for the course taken must be received by CNU's deadline for grade submission in the semester in which the course is taken in order for the grade to be posted to the transcript for that semester and/ or to allow the master's degree to be awarded in that semester.

By signing, I am certifying that I have read the information above and understand the limitations of taking courses elsewhere as stated. Currently, I am not on academic probation or suspension or dismissal. I understand that any falsification on this request will invalidate any and all approvals granted, and no transfer credits will be awarded.

Student's Signature: _____ Date: _____

 Request permission to take the course listed below during: Fall Spring Summer Year: _____

Name of Host Institution: _____ Course begins: _____ Course ends: _____

 Course To Be Taken Elsewhere: _____ **CNU Equivalent** (completed by Graduate Program Coordinator)

(Course number) (Title) (Credit hours) (Course number) (Credit hours)

Graduate Program Coordinator: _____ Date: _____

 ___ Taken through the Virginia Tidewater Consortium An additional **VTC Approval Form** must be completed and submitted to the Office of the Registrar for approval prior to enrollment. You must pay tuition to the VTC Host School.

Associate Director for Graduate Admissions & Records: _____ Date: _____

___ Academic standing ___ Repeat policy ___ VTC ___ Residence requirement ___ Intent to Graduate on file

RECOMMENDATIONS:

 ___ **Approved** Graduate Program Coordinator _____ Date: _____

(Course is approved for degree program and schedule conflict exists)

 ___ **Denied** and Reason for Denial _____

 ___ **Approved** Department Chair for CNU Equivalent: _____ Date: _____

(Course currently is not offered or schedule conflict exists)

 ___ **Denied** and Reason for Denial _____

FINAL APPROVAL:

 ___ **Approved** Director of Graduate Studies : _____ Date: _____

 ___ **Denied** and Reason for Denial _____