

Request to Take Course(s) Elsewhere

Note: Permission to take courses elsewhere for 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

Check only one of the following:

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

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 the VTC home school. All forms must be submitted to the CNU Office of the Registrar for approval prior to enrollment.

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.

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

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.

Student Name (Printed)		CNU ID Number	CNU Email Address	Cell Phone Number
Residence Hall or Local Phone Number	Street Address <small>(Residence Hall or Local)</small>	City <small>(Residence Hall or Local)</small>	State <small>(Residence Hall or Local)</small>	Zip <small>(Residence Hall or Local)</small>
Anticipated Graduation Date	Anticipated Degree	Major	Concentration <small>(if applicable)</small>	

Host Institution Information

Term and Year of Enrollment Requesting Permission: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer ____ Year Start Date of Host Institution Term: _____	Name of Institution: _____
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Courses To Be Taken Courses Elsewhere

Host Institution				CNU Equivalent <small>(To be completed by Office of the Registrar)</small>		
Subject	Course Number	Course Title	Credit Hrs	Subject	Course Number	Credit Hrs

- 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: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student's Academic Standing: <input type="checkbox"/> Eligible for Permission <input type="checkbox"/> Ineligible for Permission Cum GPA: _____	Residency Requirement Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Compliant with Repeat Policy: <input type="checkbox"/> Yes <input type="checkbox"/> No	Processed by: _____ Date Processing Completed: _____
Academic Dept and Date: _____	SACS Accreditation: <input type="checkbox"/> Yes <input type="checkbox"/> No AACSB Accreditation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Class: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	Intent to Graduate Form on file: <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Term: _____

Registrar Approval: _____ Date: _____
 Registrar Denial: _____ Date: _____
 Reason for Denial: _____