CHRISTOPHER NEWPORT UNIVERSITY

Office of the Registrar

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 second floor of the Administration Building, prior to the first day of the term referenced above. **Please note this requirement applies to undergraduate, degree-seeking students only.** You are required to register and maintain a minimum of 12 credit hours to be considered a full-time student 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. Please consult with your advisor to ensure that your course selections progress you toward your anticipated degree.

DATE: _____ **CNU ID#:** _____

NAME: _____
(Please Print) (LAST) (FIRST) (MI)

DAYTIME PHONE: _____ **MAJOR:** _____
(Area Code and Number)

EMAIL ADDRESS: _____

EXPECTED DATE OF GRADUATION: ☐ May ☐August ☐ December _____Year

ARE YOU:

Recipient of financial aid? ☐Yes ☐No

Resident in University housing ☐Yes ☐No

Student athlete? ☐Yes ☐No

Intending to graduate <u>this</u> semester (the term for which you are submitting this form)? ☐Yes ☐No

Department & Course Number of your proposed schedule of classes	*Section*	*Credits*
(Sample) BIOL 101	01	3

Total Credits _____

Student's Signature: _____ **Date:** _____

<u>OFFICIAL USE ONLY</u>: ☐Approve ☐Disapprove ☐SPACMNT ☐EMAIL ☐SHADEGR ☐SGASPRT ☐SFARHST

Processed by: _____ **Date of Action:** _____

REQUEST FOR UNDERLOAD STATEMENT

Graduation Requirement: 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 *required* 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.**