

REQUEST TO TAKE COURSE(S) ELSEWHERE

Completed forms should be submitted from your CNU email address to transfer@cnu.edu. This form is also available in CNU Live to be submitted electronically.

Permission to take courses elsewhere for transfer to CNU is available for degree-seeking students. **Approval is not granted until all sections of this form and approving signatures are obtained. Students should not assume approval. This form must be completed and approved by The Transfer Center prior to your enrolling in the courses.**

In some cases, you may be required to provide a catalog description and/or syllabus for a requested course. If the course at the transfer institution carries more credit than the CNU equivalent, you will be awarded the difference via additional elective credit hours in the subject area. However, if the course is taken through the VTC program, only the CNU equivalent will be awarded. No additional credit hours can be earned through the VTC.

Instructions

Step 1: Read this form carefully, complete all information, and sign on the reserve side to acknowledge your adherence to the stated University policies.

Step 2: Supply a typed or written statement regarding the **reason(s) you are not enrolling in the course(s) at CNU:**

Step 3: Check one option listed below and return the completed form and statement to The Transfer Center.

REQUIRED – Check only one of the following

- Permission to take course(s) at another institution for transfer to Christopher Newport – If approved, a C or higher in the course must be earned to be eligible for transfer credit. Grade awarded will be ‘T’ for transfer credit. **Transfer credit does not impact the CNU GPA.** Per the Undergraduate Catalog, courses in which a D or F are earned cannot be taken elsewhere.
- Permission to take course(s) at a member institution through the Virginia Tidewater Consortium (VTC) – Participation through the VTC program requires additional paperwork and has additional requirements and limitations. If you are approved to take a course through the VTC, you are required to complete the additional VTC approval form **prior to enrollment at the host institution.** You will be required to pay your tuition/fees to CNU at CNU rates and grades earned will impact the CNU GPA. All forms must be submitted to the CNU Transfer Center for approval prior to enrollment. **Students can complete no more than 11 credit hours (or three courses with labs) through the VTC their entire career at CNU. VTC member institutions are listed below.**

VTC Eligible Schools: Eastern Shore CC, Hampton University, Old Dominion University, Norfolk State University, Paul D Camp CC, Regent University, Tidewater CC, Virginia Peninsula CC and Virginia Wesleyan University



Request to take Course(s) Elsewhere

Includes cross-registration through the Virginia Tidewater Consortium

Student Information		
Student Name		CNU ID #
Permanent Street Address		City, State
CNU Email Address		Phone #
Anticipated Graduation Date (e.g. May 2026)		Anticipated Degree (e.g. BA, BS, BSBA)
Major(s)	Concentration(s)	Minor(s)

Host Institution Information	
I am requesting permission for the following semester and year: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20____	
Name of institution	Location of institution (City, State)
Start date of host institution's semester (mm/dd/yyyy)	End date of host institution's semester (mm/dd/yyyy)

Requested Course(s) To Be Taken Elsewhere							
Host Institution To be completed by the student				CNU Equivalent To be completed by The Transfer Center			
Subject <small>(e.g. ENG)</small>	Course # <small>(e.g. 111)</small>	Course Title <small>(e.g. College Composition I)</small>	Credit Hrs	Subject	Course Number	A of I	Credit Hrs

- Permission is not typically granted for courses which are offered at Christopher Newport during the desired semester of enrollment.
- 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 approved 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 notification of the decision via email. 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). Permission to cross-register in courses via the VTC is typically restricted to those courses which are not offered at Christopher Newport during the desired semester of enrollment. Additional paperwork is necessary to enroll through the VTC program.

By signing, I am certifying that I have read the information above and understand the limitations of taking courses elsewhere as stated. 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: _____

The Transfer Center - Processing and Decision		
Equivalent to be assigned by academic dept: <input type="checkbox"/> Yes <input type="checkbox"/> No	30/36 Residency met? <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
Academic department: Date of TAE contact: Date of dept. decision:	Major residency met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Intent to Graduate on file: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total earned credit hours: Total transfer credit hours: Cumulative GPA:	Compliant with repeat policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Term:
	Standing: <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	Decision:
	Holds:	Staff Initial: _____ Date: _____
		Date student emailed: