UNDERLOAD ENROLLMENT AUTHORIZATION FORM

Date: ___________________  Semester of Proposed Underload Enrollment: ___________________
(e.g., Fall 2017)

Name of Student: ___________________  Student ID: ___________________

Major: ___________________  Overall GPA: † (3.0 minimum)
(undeclared students may not enroll in an underload)  (Exceptions may be made for graduating seniors. See your Dean to determine if an exception is possible or advisable)

Previous withdrawal to an underload?*  (for reason other than a documented medical condition)  ____Yes  ____No

If applying for 1st underload enrollment, number of courses passed before 1st underload enrollment: ‡
(16 minimum, excluding AP, IPC & PMC credits);

If applying for a 2nd underload enrollment, number of courses passed before 2nd underload enrollment: ‡
(20 minimum prior to 6th sem.; 24 prior to 7th sem.; or 28 prior to 8th sem., excluding AP, IPC & PMC credits)

* A second underload enrollment is not permitted if the student has withdrawn before to an underload for a reason other than a documented medical condition.

‡ This authorization assumes successful completion of in progress course work and maintenance of the GPA minimum. If after completion of the current semester the eligibility criteria are no longer met, authorization to enroll in an underload in the next semester will be rescinded.

Cautions to Students Regarding Enrollment in an Underload:

When considering whether to enroll in an underload, please note that you:

- will be ineligible for Dean’s List and Dean’s List with Distinction that semester;
- may not use half-credit courses to enroll in an underload of 3.0 course credits;
- may not withdraw from a course during the underload semester;
- must pass at least 3.0 course credits in order to meet semester continuation requirements and avoid dismissal for academic reasons; and
- may not be enrolled in an underload while studying abroad or away from Duke.

Please also consider whether a semester of enrollment in an underload might affect:

- your scholarship or financial aid—check the conditions of your award;
- your visa status if you are an international student; and
- your subsequent application to graduate or professional school—consult your graduate or pre-professional school advisor.

Submission Deadline: 5 pm of the last day of drop/add in the proposed semester of underload enrollment.

Required signatures: (the signature of the Advisor or the DUS in your major should be secured before that of your academic Dean)

Director of Undergraduate Studies  Academic Dean

I have read these cautions and understand them.  ___________________  Student’s signature

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