

UNDERLOAD ENROLLMENT AUTHORIZATION FORM

Date: _____ Semester of Proposed Underload Enrollment: _____ (e.g., Fall 2021)

Name of Student: _____ StudentID: _____

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 second underload enrollment: † _____ *(20 minimum prior to 6th sem. or 24 prior to 7th sem. (excluding AP, IPC, & PMC credits); or 31 prior to 8th sem., (including AP, IPC & PMC credits))*

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

Director of Undergraduate Studies

Academic Dean

*A second underload enrollment is not permitted if the student has withdrawn before to an underload for a reason other than a documented medical condition.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the eligibility criteria are no longer met, authorization to enroll in an underload in the next semester will be rescinded.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 take any courses on the satisfactory/unsatisfactory (S/U) grading basis;
- 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.

I have read these cautions and understand them. _____

Student's signature

Submission Deadline: 11:59 p.m. of the last day of drop/add in the proposed semester of underload enrollment.

Note to Academic Deans: Please email the signed approved form to trinitydeansoffice@duke.edu

For administrative use: Peoplesoft (TUNDR) _____