

Undergraduate Off-Campus Course Request

Student Information

First Name	Last Name	N ID Number	
Primary Major Department	Primary Major	Non-Primary Major/Minor	Email Address
Units in Progress	Units Completed	Non-NYU Units Awarded Previously	Expected Graduation Term
Courses will be taken in: Year _____ FALL <input type="checkbox"/> J-TERM <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/>			

Instructions:

- Complete **both** sides of this form
- Attach course descriptions for the off-campus courses to this form
- Have your advisor complete the approval statement and sign in the appropriate box
- Submit this form **no later than 20 business days prior to the class start date**. Bring or mail the form (along with the a copy of the course descriptions from the non-NYU school website) to the address above or scan as a pdf and email it to steinhardt.advisement.registration@nyu.edu
- Once you have received grades in the non-NYU course(s), have the non-NYU school **send an official paper transcript** to the address above.

Information:

- You are expected to take all your courses, including summer sessions, at New York University.
- Under special circumstances and if you are in good academic standing, you may receive approval to take a **maximum of 12 units of coursework to satisfy liberal arts core requirements or liberal arts electives off campus**. This must be approved in advance by Advisement and Registration Services
- **You cannot take courses off-campus after the end of your junior year, and you must complete your final 32 units in coursework at New York University.**
- The courses you take off-campus will **not** be computed in your GPA
- **Course Requirements:**
 - You must pass the course with a grade of C or better (not pass/fail)
 - The course must be credit-bearing, and those credits must be calculated in semester credits
 - You must take the course at a US four-year college or university with regional accreditation. Conditional approval may be made for non-US colleges or universities pending a country-specific evaluation by World Education Services (www.wes.org)

Off-Campus Course		NYU Course Requirement	
College:		Course #:	Units:
Course # and Title:	Units:	Course Title:	
College:		Course #:	Units:
Course # and Title:	Units:	Course Title:	
College:		Course #:	Units:
Course # and Title:	Units:	Course Title:	

Undergraduate Off-Campus Course Request


STUDENT:

Please state the reason(s) for your request. Be specific: why it is not possible for you to take these courses at New York University. A letter from your employer must be submitted with the completed application when employment is presented as a reason for requesting permission to take off-campus courses.

ADVISOR:

Please state the reason(s) you support or do not support the student's request for permission to take off-campus courses.

A maximum of _____ units will be granted for completed courses listed on the reverse side **if they meet the course requirements listed.**

Student Signature	Date	Advisor Signature	Print Advisor Name	Date
 NYU STEINHARDT		Approval Signature		Date
Advisement and Registration Use Only				