

Off-Campus Course Petition

Office of Student Affairs • Undergraduate Advisement • 82 Washington Square East, 2nd Floor, NY, NY 10003 (212) 998-5053/9031

Student Information

<input type="radio"/> Ms <input type="radio"/> Mr				N	
First Name		Last Name		ID Number	
Street		City		State	Zip Code
Department		Major		Telephone	
				Email Address	
Credits Required	Credits Completed	Credits in Progress	Non-NYU Credits Awarded Previously (if any)	Semester and Year Course Will Be Taken	

Instructions: Fill out the Student and Course Information boxes along with your petition statement on the reverse side. Have your advisor fill out his/her petition statement and sign in the appropriate box. Bring the completed form to Undergraduate Advisement, Pless Hall, 82 Washington Square East, 2nd Floor. Undergraduate Advisement will review your request, approve it if appropriate, and will send you a letter informing you of the decision.

Important Information: As a student enrolled in a degree program at New York University, you are expected to take your courses, including summer sessions, at New York University. Under special circumstances and when in good academic standing, you may receive approval to study off-campus. The Associate Dean for Student Affairs will consider exceptions on a case-by-case basis, and these exceptions must be approved in advance. **You must complete your final 32 credits at New York University.**

Upon completion of your non-NYU course(s), please **send an official transcript** to: Undergraduate Advisement, 82 Washington Square East, New York, New York 10003. Once approved, we will send this form to the NYU Registrar to include these courses on your transcript.

Course Requirements:

- Courses must be passed with a grade of C or better
- Course(s) must be taken at a regionally-accredited four-year college or university
- Course(s) may not be taken as Pass/Fail
- Course(s) will not be computed in your GPA

Off-Campus Course			NYU Course Requirement		
College	Course # and Title	Points	Course #	Course Title (Please Abbreviate)	Points

