

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. Course descriptions are **required and must be attached to this form**. 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:

- Course(s) must be passed with a grade of C or better
- Course(s) must be taken at a United States four-year college or university with regional accreditation
- Course(s) may not be taken as Pass/Fail
- Course(s) will not be computed in your GPA
- Course description(s) **must** be attached.

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

STUDENT PETITION TO TAKE OFF-CAMPUS COURSES:

Please state the reason(s) for your request. Be specific, including 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.

Multiple horizontal lines for student text entry.

Student Signature	Date

ADVISOR PETITION TO TAKE OFF-CAMPUS COURSES:

Please state the reason(s) you support the student's request for permission to take off-campus courses. If you are not supporting this petition, please state so below. A signed form will be construed as support unless otherwise noted:

Multiple horizontal lines for advisor text entry.

Advisor Name	Advisor Signature	Date

THIS AREA FOR NYUSteinhardt Student Affairs USE ONLY	A maximum of _____ credits will be granted for those courses completed as listed on the reverse side if they meet the course requirements as stipulated on the Permission to Register for Off-Campus Courses Form.	
	Undergraduate Advisement Signature	Date