

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	
Semester and Year Course(s) Will Be Taken		Non-NYU Credits Awarded Previously (if any)	Email Address	
Credits in Progress		Credits Completed	Expected Graduation Date	
			Credits Required	

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 or mail 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. Your official transcript will be evaluated for transfer credit toward your graduation requirements.

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
- Course(s) must be degree-bearing courses measured in **semester-hour** credits
- Documentation is required to support that course credits are **semester-hour** credits

If you are requesting approval for more than 3 courses, please attach an additional copy of this page.

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:	

