## Undergraduate Off-Campus Course Request

### Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>N ID Number</th>
<th>Primary Major Department</th>
<th>Primary Major</th>
<th>Non-Primary Major/Minor</th>
<th>Email Address</th>
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<tr>
<th>Units in Progress</th>
<th>Units Completed</th>
<th>Non-NYU Units Awarded Previously</th>
<th>Expected Graduation Term</th>
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Courses will be taken in: Year _________ FALL □ J-TERM □ SPRING □ SUMMER □

### 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 the deadlines outlined below. Bring the form (along with 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\(^1\) to satisfy liberal arts core requirements or liberal arts electives off campus. This must be approved in advance by your Academic Advisor and Advisement and Registration Services.
- You may petition to take courses off campus after the successful completion of one full semester (Fall or Spring) at Steinhardt. The final 32 units toward your degree must be completed at New York University; you cannot take courses off-campus after the end of your junior year. 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/hours
  - 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)

### Deadlines\(^2\):
- January term: December 1
- Spring term: December 15
- Summer term: March 25
- Fall term: August 1

### Course Requirement Table

<table>
<thead>
<tr>
<th>Off-Campus College:</th>
<th>NYU Course Requirement #:</th>
<th>NYU Units:</th>
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<tbody>
<tr>
<td>Off-Campus Course Number and Title:</td>
<td>Off-Campus Units:</td>
<td>NYU Course Title:</td>
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\(^1\) You may take 12 units off-campus over the course of your undergraduate career at New York University

\(^2\) forms handed in after the below deadlines will not be considered
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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.

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ADVISOR:

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

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Will the student be on a Leave of Absence while taking these courses? □ Yes    □ No

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

For NYU STEINHARDT
Advisement and Registration Use Only

Print Advisor Name

Date