

Non-NYU Study Abroad Petition Information

Students enrolled for degree programs in the College of Arts and Science at New York University are expected to complete their course work, including semester courses, and Study abroad (NYU Programs and Exchange Schools) at New York University. Exceptions to this policy are made based on the merit of the proposed academic program, and must be approved prior to Study Abroad. Students must also have completed a full semester of course work in the College, demonstrate academic excellence with a 3.0 or higher G.P.A., and be in good standing in the College.

Petitions for studying abroad at a non-NYU program must include:

- A detailed proposal explaining your educational and personal reasons for choosing a particular school or program abroad which includes an outline of your academic goals and objectives while studying abroad. (Include a statement explaining why it is not possible for you to take courses at a NYU Study Abroad Program or an Exchange School).
- A completed off-campus course proposal form that lists the proposed courses you plan to complete while abroad (attach course descriptions). Your major/minor department should approve the courses by signing the form prior to receiving final approval. If you have not declared a major, your advisor in the College Advising Center may approve courses. The only CORE requirement that may be satisfied and/or advanced in progress on a Non-NYU Study Abroad Program is the Foreign Language Requirement.
- A letter of recommendation from a professor or academic advisor.
- A completed Program Information Form. Any additional materials about the School or Program abroad which are relevant to your petition, such as program description.

A completed petition packet containing all of the materials listed above should be submitted for Committee approval. You will receive a written response once the Committee has made a decision.

Please submit your petition to:

Office of Academic Standards, Silver Center for Arts and Science
100 Washington Square East, Room 909 New York, New York 10003-6688
P: 212 998 8140 F: 212 995 4545 E: academic.standards@nyu.edu

Non-NYU Study Pre-departure Information

- If you receive FINANCIAL AID, acceptance to a non-NYU program will probably change your financial aid package. Speak with a Financial Aid adviser in advance to find out how much of your aid (if any) will apply toward the program you have selected. You may need to get a “consortium agreement,” and make important arrangements, such as designating a power of attorney, while you are away.
- NOTIFY THE HOUSING OFFICE if you want to return to NYU housing after studying abroad. Arrange for a proxy for housing sign-up while you are away.
- NYU E-MAIL: Be sure to check your NYU e-mail account often while abroad to keep up with important CAS and University wide information.
- CHANGE OF ADDRESS: Report a change of address to the Office of the Registrar as soon as you know where you will be living in order to receive mail from NYU during your time away from Washington Square. You may want to have your mail forwarded to your permanent address.
- INSURANCE: Call the Student Health Insurance Department at 212-443-1020 for information on medical insurance coverage for your period abroad. All study abroad programs will require that you have medical coverage while you are abroad.
- TRANSCRIPT: After completion of your non-NYU study abroad experience, have your transcript sent to:

Office of Academic Standards
Silver Center for Arts and Science, Room 909B
100 Washington Square East
New York, NY 10003



OFF-CAMPUS COURSE PROPOSAL FORM

Date: _____
Last: _____ First: _____ M.I.: _____ ID#: N _____
Mailing Address: _____ City: _____ ST: _____ Zip: _____
Phone Number: _____ Email: _____ Major/Minor: _____
Total Number of Credits Completed: _____ Total Number of Credits Currently in Progress: _____
Expected date of graduation: _____

Name of Four Year College or University
You Are Planning to Attend: _____

- How many transfer credits have you previously been awarded, including Advanced Placement Credits? _____
• Your last 32 points for the degree must be taken in residence at CAS.
• You must receive a grade of "C" or better to receive transfer credits.
• No credits will be given for grades of "P", "S" and "CR" or for independent studies or internships.
• Grades for courses taken outside of NYU will not be computed into your CAS grade point average.
• If you register for courses other than pre-approved courses, you will not receive credits unless you obtain prior approval from the Academic Standards Committee.
• If you wish to have courses count toward your major or minor, you will need to receive pre-approval from the major/minor department.
• Please submit this form along with syllabi and course descriptions.

Please list you proposed courses including alternates:

Table with 6 columns: Course Number, Course Title, Credits, Select one: CORE, Major, Minor, Elective, Session Dates, Department or Advisor's Approval

I certify that I have read and followed all instructions: _____ Student Signature

At the conclusion of your off-campus term, have the other school send an official transcript to the following address for final approval:

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100 Washington Square East, Room 909 New York, New York 10003-6688

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Non-NYU Study Abroad Program Information Form

Student Name _____ ID # _____

Contact # _____

Program Name _____

Location _____
(City) _____ (Country)

Start Date _____ End Date _____

Program Local Staff Name _____

Program Local Staff E-Mail Address _____

Program Local Staff Telephone Number _____

Program Local Staff Mobile Number _____

Secondary Program Local Staff E-Mail Address _____

Secondary Program Local Staff Telephone Number _____

Secondary Program Local Staff Mobile Number _____

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