



NYU

**COLLEGE OF
ARTS & SCIENCE**

PETITION FOR OFF-CAMPUS COURSES

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: _____

**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? _____
- Please submit this form along with a syllabus and course description to the Office of the Associate Dean for Students, Silver Center, Room 909. Make sure you attach a copy of the course description(s) from the school you wish to attend.

Please state clearly and concisely the reasons why you must take this course(s) at another institution and why it is not possible for you to take it at New York University (use a separate sheet if needed).

GUIDELINES FOR PETITIONING TO TAKE OFF-CAMPUS COURSES

NYU Off-Campus Study Policy

*“Students enrolled for degree programs at New York University, College of Arts & Science are expected to take their courses, including summer school, at New York University. Exceptions will be considered by the College on a case by case basis, and **must be approved in advance by the committee.**”*

EXCEPTIONS TO THIS POLICY ARE LIMITED TO:

*STUDY ABROAD
ACADEMIC MERIT OF THE PROPOSED COURSE
REQUIRED COURSE(S) NOT OFFERED AT NYU*

1. You must submit the following documents to the Office of the Associate Dean for Students:
 - Completed Petition for Off-Campus Courses form
 - A copy of the course description(s) and schedule from the other institution
2. At the conclusion of your off-campus term, have the other school send an official transcript to the following address for final approval:

New York University
CAS Office of the Associate Dean for Students
Silver Center, Room 909
100 Washington Square East
New York, NY 10003
(212) 998-8140

CONDITIONS

- 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”**.
- **No credits** will be granted for any courses taken at a **two-year institution**.
- You may not register for more than the equivalent of **8 points in any one six-week summer session**.
- Grades for courses taken outside of NYU will **not** be computed into your CAS grade point average.
- If you register for courses other than those approved without a **prior approval**, you may not receive credits for those courses.
- Substitutions for **CORE** courses are **NOT** permitted.

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