Permission to Complete Courses Outside of the School of Engineering
Undergraduate Students

Instructions
1. It is not recommended that students complete courses outside of NYU. As a result, this form will only be approved at the discretion of the Office of Academic Affairs. All students must complete this form prior to completing coursework, as retroactive approvals will not be made.
2. Complete all information below and return this form to the Office of Academic Affairs (LC 218), but only after you have obtained all of the necessary signatures.
3. At the completion of the semester indicated below, you must have an official transcript sent to Michael Campbell the Director of Academic Affairs, in LC 218. Thereafter, you will receive transfer credit for your work.
   NOTE: Without the transcript, you will not receive credit towards your degree plan. You must receive a grade of C or better in order to receive credit. Credit will not be granted for Pass/Fail and/or Audit options.

Student Information
Name: ____________________________ Date of request: ____________________________
University ID: N ____________________________ Semester/Year to take class: ____________
E-mail address: ____________________________ Phone Number: (____ ) ____________
Major: ___________________________________________ Cum GPA: _______________

Name of the institution where you will complete coursework: ____________________________

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<th>COURSE(S) TO REGISTER FOR: Course Title(s) and Number(s)</th>
<th>No. of Credits @ other Institution</th>
<th>Equivalent course and number of credits to be awarded upon completion - determined by the corresponding academic department. &lt;STUDENTS DO NOT WRITE IN THIS COLUMN &gt;</th>
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Required: Please explain (on the back of this page or on a separate sheet) why you are completing this course outside of the School of Engineering.

Approvals: Attach the course description to this form in order to obtain required signatures.

- Approval from the corresponding academic department is required.
- International students: OGS permission is required.

1. Major Academic Adviser ____________________________
2. Corresponding Academic Department ____________________________
3. OGS (International students only) ____________________________
4. Office of Academic Affairs ____________________________