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 Undergraduate Academics. 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 Undergraduate Academics (JB158) after you have secured the necessary signatures.
3. At the completion of the semester indicated below, you must have an official transcript to the Office of Records and Registration. Thereafter, you will receive transfer credit for your work. 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: __________
Net ID: ___________________________  Phone Number: _________________________
Major: ___________________________

**Institution where you will complete coursework:**

<table>
<thead>
<tr>
<th>COURSE(S) TO REGISTER FOR</th>
<th>Credits @ Other Institution</th>
<th>Equivalent course and number of credits to be awarded upon completion - determined by corresponding academic department – STUDENTS DO NOT WRITE IN THIS COLUMN</th>
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Required: Please explain (on back or 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 Undergraduate Academics ___________________________