



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. NOTES: (1) You must receive a grade of C or better in order to receive credit
(2) Credit will not be granted for Pass/Fail and/or Audit options.
3. Complete all information on the form below. After obtaining all of the necessary signatures submit this form to the Office of Academic Affairs (LC 218).
At the completion of the semester indicated below, you must have an **official transcript** sent to Michael Campbell, the Director of Academic Affairs. You can send it electronically to mc3378@nyu.edu or have a hard copy delivered to: Michael Campbell, NYU Tandon School of Engineering, 5 MetroTech LC 218, Brooklyn, NY 11201.
4. You will receive transfer credit for your course(s) once your official transcript is received. Without an official transcript, you will not receive the transfer credit towards your Tandon degree requirements.

Student Information

Name: _____

Date of request: _____

University ID: _____

Semester/Year you intend to take the class: _____

Major: _____

Cum GPA: _____

E-mail address: _____

Other Institution Information

1. The institution where you will complete coursework: _____
2. Please explain (on the back of this page) why you are completing this course outside of Tandon.

3. Course(s) Numbers & Course Title(s) you will register for:	No. of Credits:	<To be determined by the academic department>	
		Equivalent Tandon Course Numbers & Course Titles:	No. of Credits Granted:

Approval Signatures

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

→ Approval from the corresponding academic department is required.

→ International students: OGS permission is required.

1. Major Academic Advisor _____ Date: _____

2. Corresponding Academic Department _____ Date: _____

3. OGS (International students only) _____ Date: _____

4. Office of Academic Affairs _____ Date: _____