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## Permission to Register Off-Campus Application

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Generally speaking, once you have chosen to obtain your degree at Tisch School of the Arts, New York University, you are expected to complete all of your coursework at this institution. Classes in professional training, general education (liberal arts) and electives are seen as complementing each other and requisite courses in all areas are expected to be completed within the curriculum at New York University. Students interested in study abroad, for example, are encouraged to look at NYU-sponsored programs first before turning to any outside curriculum.

There are occasions when students will wish to seek permission to take non-NYU courses either abroad or off-campus at another university. Students who believe they have a sound educational reason for doing so are encouraged to apply for permission to pursue the study and have credits apply to their degrees here. There are two essential criteria governing this permission:

1. Permission to register at another university, whether inside the U.S. or abroad, will be granted only for compelling educational reasons. An example of a compelling educational reason might be a film student interested in bringing knowledge of Native American studies to her work in documentary film. A course that is part of a specialized program in Native American studies at another university would complement the student's program here and would be grounds for granting permission to register off-campus and have the credits applied to the Tisch degree.
2. Students may also be permitted to pursue 8 additional points at any accredited college or university in either liberal arts or electives. In general, students must take their primary major requirements at Tisch School of the Arts.

To obtain permission, you should begin by speaking with a departmental advisor. If you then wish to pursue permission, fill out the Request for Permission to Register Off-Campus Form with the supporting documentation and submit it to your department chair for approval. After your department approves it, the form is forwarded to the Office of Student Affairs for consideration. Final approval is granted by the Director of Academic Services.

Please be aware that permission is granted only after a careful review of both your educational rationale and the details of your intended plan of study.

**A number of additional conditions govern off-campus registration:**

To be eligible for permission:

1. A student must have a minimum cumulative grade point average of 3.0 at the time of application.
2. The proposed off-campus coursework must be at a properly accredited institution.
3. The proposed off-campus credit cannot cause the student to exceed the maximum number of transfer credits allowed by the student's department.

For the coursework to be credited to the Tisch degree:

1. Credit will be given only for coursework that has been approved on the Permission to Register Off-Campus form. If you plan on registering for a different course, you must obtain approval before the off-campus class begins.
2. A grade of "C" or better must be obtained for credit to be granted. Courses cannot be taken on a Pass/Fail basis.
3. After completion of your study, you must, at the earliest date possible, have an official transcript of completed work sent to the Tisch Office of Student Affairs. No credit can be granted without receipt of an official transcript. The transcript should be sent to:

Tisch School of the Arts, New York University  
Office of Student Affairs  
726 Broadway, 2<sup>nd</sup> Floor  
New York, NY 10003

Attn: Anita Gupta, Director of Academic Services

The normal conditions applying to a regular leave of absence also apply to a leave with permission to register off-campus.

Please note that NYU operates on a semester system. If permission is granted to attend a university on the quarter system, credit will be granted according to the following formula: each quarter hour is equivalent to two thirds of a semester hour. A four credit quarter-hour course, therefore, will usually translate to two semester credits at NYU. (NYU does not grant fractions of credits.)

***Important: Approval will specifically not be granted for study abroad programs that duplicate programs available through New York University. Approval will generally not be granted to proposed credits in subject areas that duplicate subject areas available through New York University.***

### Applicant Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Department: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Current Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

School/Program you wish to attend: \_\_\_\_\_

*(For study abroad programs, indicate association with U.S. university, if any)*

Semester of study:

- Fall     
  Spring     
  Summer     
  January

Dates of off-campus study requested: \_\_\_\_\_

Number of credits completed for NYU degree at beginning of requested leave: \_\_\_\_\_

<u>COURSE</u>	<u>CREDITS</u>	<u>AREA OF DISTRIBUTION FOR NYU DEGREE</u>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate program's web address: \_\_\_\_\_

**On a separate sheet of paper, please explain your reasons, including your educational rationale, for seeking permission to register off-campus. A description of each course and overall program of study must also be attached. Requests for permission will not be considered without explanation and course descriptions.**

Do you live in an NYU Residence Hall?\*  Yes  No Do you receive Financial Aid?\*  Yes  No

Are you a United States citizen?\*  Yes  No *Note: If no, please read note at the bottom of this form.*

*\* See applicable notes on following page*

Are you currently registered for courses at NYU for the semester of your proposed study?  Yes  No

*Note: A permission to register off campus does not remove you from your NYU courses. Please follow the course drop instructions in Albert.*

***Please read the conditions on page 4 of this application and sign. Your request will be considered invalid without signature.***

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS AREA  Semester System     Quarter System

Student's GPA \_\_\_\_\_ Accreditation checked \_\_\_\_\_ Dept. Approval    Y  N

Comments \_\_\_\_\_

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\_\_\_\_\_  
*Signature of Department Chair*
\_\_\_\_\_  
*Date*
 Registrar     Financial Aid
 Housing     Department

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\_\_\_\_\_  
*Student Affairs Approval Signature*
\_\_\_\_\_  
*Date*

Please read carefully the following terms and sign below:

- I understand the conditions listed on this form apply to my permission to study off-campus request, should it be approved.
- I will discuss all course requirements affected by this off-campus registration with my academic advisor.
- If I am *not* a United States citizen, I must contact the Office of Global Services at (212) 998-4720 and go over the status and requirements pertaining to my off campus study.
- If I live in a residence hall, I will contact the Housing Office (998-4600) regarding the change in my residential status as well as adhere to payment and registration deadlines should I petition to live in housing upon my return to New York University. I understand housing will not be guaranteed upon my return from semester study away.
- I must inform my academic department at least three to six weeks prior to my advisement and registration session for the semester of my return. I am aware that my leave may affect my ability to preregister for the semester of my return.
- I understand that credit will be given only for coursework that has been approved on this form. In order to receive credit for a course other than that listed on this form, I must obtain approval from the Director of Academic Services before the class begins.

Please sign below. Your request will be considered invalid without your signature.

I have read and understand the above terms pertaining to my permission to register of campus request.

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Student's Signature

Date