



NYU

ARTS & SCIENCE
LIBERAL STUDIES

APPROVAL FOR INTERSESSION STUDY AT A NON-NYU SCHOOL FOR LIBERAL STUDIES CORE PROGRAM STUDENTS

This form is used to request approval for intersession study (winter or summer term) at a non-NYU school. Submit this completed form, in addition to a copy of the course description and/or syllabus (indicating source), to the Academic Advising Office for Liberal Studies, 726 Broadway, 6th Floor. Approval should be obtained prior to enrolling in the course at the other university or college. A minimum grade of **C** must be earned in order to receive transfer credit from NYU. Also, please note only standard courses completed at four-year bachelor's degree-granting institutions may be considered; courses completed at community colleges, as well as online courses, will not be approved for transfer credit.

Students studying away may instead request approval through email, forwarding any documentation to ls.advising@nyu.edu.

Instructions

After completion of the summer course(s), please follow these instructions:

1. The official transcript, indicating the final grade earned in the course, must be forwarded to your academic advisor in the Academic Advising Office, Liberal Studies, 726 Broadway, 6th Floor, New York, NY 10003.
2. The transcript should be received by Liberal Studies, though you must contact your academic advisor to request the transfer credits be applied to your NYU transcript (and any approved equivalency noted in your academic records).

Please also note:

- **Financial Aid:** Since financial aid is awarded for 128 credits or 8 semesters (whichever is achieved first), students should consult the Office of Financial Aid about whether receiving transfer credits could affect future aid awards at NYU.
- **Pre-Health Professions:** Medical school admission committees strongly advise all science coursework be completed at the school from which the bachelor's degree will be earned (NYU), and that science coursework should not be taken during the summer; the only exception is calculus.
- **Residency Requirements for Transition Schools:** NYU baccalaureate schools (GLS, CAS, Steinhardt, Gallatin) have different residency requirements, in some cases stipulating a minimum number of credits that must be earned in that school. In some cases, there are limits on the number of credits that can be transferred from Liberal Studies and/or other universities combined. For more information, consult with an advisor.
- **Foreign Languages:** Before submitting application to Liberal Studies, contact the specific language department if you are planning to apply non-NYU language courses toward a language major or College Core Curriculum requirements. A language placement exam may still be required.
- **Rising Juniors:** Students interested in summer study between sophomore and junior years should consult with their Liberal Studies advisor (based in New York) to discuss approval procedures.

Failure to complete this petition for advance approval prior to taking the class may result in not receiving transfer credit.



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Student Information:

Name _____ NYU ID# _____
(First) (Last) (MI)
Cell Phone _____ Email _____
Anticipated Major(s) _____
If applicable, Minor(s) _____

Information about Non-NYU School where you plan to take the course:

Name of College or University _____
Address _____
Department (where course is offered): _____ Course No. _____
Course Title _____ Number of Credits _____
Course Starting Date _____ End Date _____
Student Signature _____ Date _____

NYU Department Approval:

To be completed by the Director of Undergraduate Studies of the appropriate department.

Course Equivalent or Requirement Fulfilled

Course Title _____
Course Number _____

DUS Signature _____ Date _____

Liberal Studies Approval:

To be completed by the Associate Dean of Students for Liberal Studies.

Dean's Signature _____ Date _____

**** Remember to attach a copy of the course description and/or syllabus for the proposed **
transfer course(s), indicating the source of the description or syllabus for reference**