Guidelines regarding off-campus study:

Students enrolled in a degree program at NYU Shanghai are expected to take all of their courses, including summer courses at NYU Shanghai and in the NYU global network.

To request permission to take courses at another accredited college or university, complete the attached Transfer Credit Request form. You must attach a course syllabus including a description of the course you are requesting to take off campus. The completed application must be submitted to the Office of Academic Affairs for review and approval for transfer credit before you can register at the college/university.

Please note the following regarding off-campus study:

- All courses, including liberal arts and major/minor course requirements, require the approval of your advisor and the Assistant Dean of Academic Affairs

- Your semester and overall cumulative grade point average must be a 2.0 or higher. Students in academic jeopardy are not eligible to take courses off campus.

- 200 level courses must be taken at a four-year accredited institution. Some 100 level courses may be taken at a two-year university.

- The grade for courses taken outside of NYU after matriculation as an NYU student are not computed into your grade point average at NYU Shanghai.

- Transfer credit will only be granted for approved course work and completed with a grade of C or higher.

- Courses cannot be taken Pass/Fail

- Your last 32 credits for your degree must be taken in residence at NYU Shanghai.

- You will not receive credit if you register for courses other than those approved via your Application for Off Campus Registration.

- Upon completion of the course(s), please send an official transcript in a sealed envelope to New York University Shanghai, Office of the Registrar.

Prematriculation Credit Evaluation. Students may not request evaluation of completed credit for course work prior to matriculation.

Instructions

1. Complete this form. If more than one institution will be or was attended, use a separate form for each.
2. Review NYU Shanghai’s transfer policies on page 40 of the Undergraduate Bulletin.
3. Match your transfer course with what you believe to be an equivalent of an NYU Shanghai course.
4. Attach a course description or syllabus for every transfer course.
5. Have an official transcript from each approved transfer institution mailed directly to NYU Shanghai Office of the Registrar once you have completed your transfer work and grades have been posted.

Note to student: Please retain this for your records.
TRANSFER CREDIT REQUEST
Office of the Registrar, NYU Shanghai
Geography Building, Room 305, ECNU Campus
phone: 021 5109 0875; email: shanghai.registrar@nyu.edu

Name____________________________________________________ Student ID________________________________________

Mailing Address________________________________________
City____________________________ State_________________ Zip Code____________________
E-Mail Address________________________________________ Telephone____________________

Year:   Freshman    Sophomore    Junior    Senior

Academic Major ______________________________ Minor (if applicable) __________________________

Non-NYU Credits awarded previously________   Credits completed toward degree________

Courses to be taken at______________________________________________________________
(print school name)
Semester____________________ Year___________________ Academic Department_____________________

<table>
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<tr>
<th>Non NYU Course Title &amp; ID Number</th>
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<th>NYU Requirement</th>
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Please Note: A maximum of _______ semester credits will be granted for the courses completed as listed above, provided that you earn a grade of C or better. Grades earned in these courses will not be calculated into your grade point average at NYU Shanghai. Courses cannot be taken pass/fail.

Please state the reason for this request. Be specific, including why it is not possible for you to take these courses at NYU.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
To the Academic Advisor:

Do you recommend this student for off campus permission?  
Yes  No

Do you have any additional comments?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Signature_________________________________________ Date____________________

Advisor Signature_________________________________________ Date____________________

Official Use Only

Accredited University:  Yes  No

Syllabus & Course Description Attached:  Yes  No

Approval:  Yes  No

Assistant Dean of Academic Affairs Signature________________________ Date________________

Associate Dean of Academic Affairs Signature________________________ Date________________