



New York University Tisch School of the Arts

Office of Student Affairs and Services
721 Broadway, Room 801
New York, NY 10003-6807
(212) 998-1900

Application for Permission to Register Off-Campus with a Leave of Absence

This form is for use during the academic school year.

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 be granted a leave of absence in order to pursue the off-campus 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 semester-long 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. In order to obtain permission, the course(s) should be in *subject areas* that are *not* taught at New York University. If the subject area of the course is available at New York University, students are expected to take courses in that subject at NYU. For example, a student seeking to take psychology courses at a local university would generally not be allowed to have those credits transfer, since there are a full range of psychology classes offered here at NYU.

To obtain permission, you should begin by speaking with a departmental advisor. If you then wish to pursue permission, fill out the Request for a Leave of Absence with 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 Office of Student Affairs.

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.



Tisch School of the Arts

Permission to Register Off-Campus with a Leave of Absence Request Form

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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 four-year institution. Community college and junior college coursework is not transferable.
3. Credit for off-campus study cannot comprise any of the last 32 credits to be earned for graduation from New York University.
4. 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 Leave of Absence with 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
721 Broadway, Room 801
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.



Tisch School of the Arts

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This form is for use during the academic school year.

Student's Department _____ Date: _____

Student Name _____ Student ID: _____

(Last) (First) (MI)

Current Mailing Address _____ Current Phone: _____

(Street)

Phone during Leave: _____

(City) (State) (Zip)

Email: _____

School/Program you wish to attend: _____

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

Dates of off-campus study requested: _____

Number of credits completed for NYU degree as of beginning of requested leave: _____

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

If the program has a website, please indicate the 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 description(s).

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 leave? Yes No

Note: A Leave of Absence does not withdraw a student from classes. In order to withdraw, a student must complete and process a drop form with the department immediately.

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

FOR OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Semester System Quarter System

Student's GPA _____ Accreditation checked _____

Dept. Approval: Y N Semester(s) of Leave _____ PROC # _____

(Please sign, date, and note comments below.)

Signature of Department Chair *Date*

Registrar Financial Aid

Housing Department

Student Affairs Approval Signature *Date*



Tisch School of the Arts
Permission to Register Off-Campus with a Leave of Absence Request Form

This form is for use during the academic school year.

Please read carefully the following terms and sign below:

- **I understand the conditions listed on this form apply to my leave of absence with 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.**
- **I am aware that a leave of absence may not exempt me from student loan repayments and I must adhere to all deadlines for future financial aid applications.**
- **If I am *not* a United States citizen, I must contact the Office of International Students & Scholars at (212) 998-4720 and go over the status and requirements pertaining to my matriculation while on a leave from the university.**
- **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 a leave.**
- **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 pre-register 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 Office of Student Affairs before the class begins.**

I have read and understand the above terms pertaining to my leave of absence request.

Student's Signature

Date

(Your request will be considered invalid without your signature.)