



REQUEST TO TAKE ADVANCED NON-MAJOR ELECTIVES AT OTHER NYU GRADUATE SCHOOLS

Submit this form to your academic advising office **along with a description/syllabus of the course and a copy of the schedule of classes** verifying the meeting times. This request will not be reviewed without course documentation. This form should be used for a pre-approved course that requires assigned credit hours as well as any course that is currently not on Stern's pre-approved course list.

Student Name: _____ NetID: _____ Phone: _____

Address: _____

Full Time

Part Time

I am requesting permission to take the following course(s) at another NYU Graduate Division for credit as advanced non-major electives toward my MBA. I understand that I must achieve a grade of B- or better in any of the courses in order to receive credit.

- Pre-approved
 Request for
 new course

Signature: _____ Date: _____

Any approved courses will be noted on the degree audit system.

FOR OFFICE USE ONLY

Approved/ Not Approved	Stern Equivalent Credits
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Course #	Course Name	Semester Course Will Be Taken	Credits (Other Divisions)	Meetings Per Semester	Hours Per Meeting
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Please explain how these courses will enhance or complement your MBA program:

Advisor Comments:

Advisor Signature

Review Date

Please return this form to the MBA Academic Affairs via mail (44 West 4th Street, Suite 6-120, New York, NY 10012) or send a facsimile to (212) 998-0585.