

Letter of Permission to Take a Course at another Institution

Note: Only currently enrolled degree-seeking students in good standing can use this form. (See directions on last page)

Student name: _____
Student ID: _____
Phone number: _____
Email Address: _____
NSAD Program : _____
Studio level (if applicable): _____

I am requesting permission to take the following course(s) at another institution and have the credits applied towards my degree at NewSchool.

Term I intend to take courses in: _____
Total external credits to be earned: _____
Reason for this request: _____

Other Institution	Course Number	Course Title	Qtr/Sem Credits	Equivalent NSAD Course

I have read and understand the policy (on reverse) for transferring coursework to NSAD. I am aware that only courses and credits transfer; grades do not. I understand that transferred coursework is not counted as NSAD institutional credit. I also realize that I am responsible for verifying the course's applicability toward my degree. I understand that if I take this course before permission is granted, the course will not be applied toward my degree. If this request is approved, after I have completed the course and received a C or higher, I will have the transferring school send an official copy of my transcript to NSAD, Attn: Admissions Office, 1249 F Street, San Diego, CA 92101 within one term of completing this coursework.

Student's Signature

Date

Admissions to fill out

The above external courses can be accepted in transfer to the student's NewSchool of Architecture & Design program.

Admissions' Signature

Date

Directions

Only currently enrolled degree-seeking students in good standing can use the Letter of Permission to Take a Course at Another Institution form. If you receive financial aid, you must complete this letter of permission process before you can receive a Consortium Agreement.

Complete this form for the courses that you wish to take at another institution and transfer into your NSAD program—before you take the courses.

With the form, submit a copy of each course description and/or syllabus from the other institution.

Submit your request to the NSAD Admissions Office well before the time you will need the letter of permission. Processing your request will take approximately 5 business days. Please note that approval is not automatic and that a letter of permission is valid only for the Quarter/Semester and year requested on previous page.

Any credits earned at other institutions by a letter of permission will be evaluated as transfer credit. For the credit to be applied, the course must meet the transfer credit criteria (a C or above) for your program. Credits earned in this way do not affect your NSAD GPA.

After completing the course, you must request an official transcript be sent to NSAD, Attn: Admissions Office, 1249 F Street, San Diego, CA 92101 within one term of completing this coursework.