

Memorandum to the Registrar

Permission To Take A Course Elsewhere (PTC)

Permission to **take and transfer credits** from another institution for credit(s) at The Cooper Union Albert Nerken School of Engineering. *Note – Letter Grade “B” or better is required.

Student Information:			
Student LAST Name:			
	[PRINT CLEARLY]		
Student FIRST Name:			
	[PRINT CLEARLY]		
Student Major:	<input type="checkbox"/> BSE <input type="checkbox"/> CE <input type="checkbox"/> ChE <input type="checkbox"/> EE <input type="checkbox"/> ME	Grade Level:	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Grad
Residential Address:			
Contact Information:	Email:	Phone:	
Are you an International Student?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	*If yes, please have DSO sign: _____ Date: __/__/____	

Course Information Taken Elsewhere:			
Course Code:			
Course Title:			
Institution/School Name:			
Course to be Taken:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year:	
			▼
			➤ Number of Credits:

This Course Equates to Cooper Union's:	
Course Code:	
Course Title:	
▼	
➤ Number of Credits:	

Required Signatures:	
Student Signature:	(Sign) _____ Date: __/__/____
Advisor Signature:	(Print) _____ (Sign) _____ Date: __/__/____

----- Stop here: Please fill out above and obtain all required signatures up to this point, then hand in form to room #204 -----

Dean Signature:	(Sign) _____ Date: __/__/____
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