

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 (Part 1):			
Student LAST Name:	[PRINT CLEARLY]		Student ID Number ▼
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 (Part 2):			
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:	

--- STOP HERE: Please save file as is and email document to Betsy Quitugua in the Dean's Office. Betsy will take care of signatures. ---

Required Signatures (Part 3):		
Student Signature:	(Sign)	Date:
Department Chair Signature:	(Print) (Sign)	Date:
Dean Signature:	(Sign)	Date: