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:			Student **ID** Number ▼
Student **FIRST** Name:			
Student Major:		Grade Level:	
Residential Address:			
Contact Information:	Email:		Phone:
Are you an International Student?	☐ Yes* ☐ 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:	□ Fall □ Spring □ 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: