

TEACHERS COLLEGE, COLUMBIA UNIVERSITY
Office of The Registrar
Approval Form for Registration in Undergraduate Courses at Columbia or Barnard

ID: T _____ Name: _____

Note to Student: To register for an undergraduate course (with course number less than 4000), please read and sign this form to indicate your understanding of the policy below. If you wish to count an undergraduate Columbia or Barnard course toward your TC degree, you must take the action steps that we describe on this form. If you do not intend to count an undergraduate course toward your TC degree, no further action is needed from you beyond signing this form.

I seek approval to register for the following course:

Term: _____ Course subject: _____ Course #: _____ Call #: _____

To count this course for credit toward my TC degree, I understand that I must complete the appropriate "Petition for Acceptance" form, available at www.tc.edu/registrar, and return it to the Registrar for review. I understand that tuition charges for undergraduate courses that the Registrar approves for graduate credit or undergraduate language courses taken to fulfill the language requirement for the Ph.D. may be used to calculate students' federal financial aid awards. Undergraduate courses that fall outside of these parameters will not be factored into federal aid awards. Further, I understand that no more than 6 credits of undergraduate credit can count toward any master's or doctoral degree program at Teachers College. Finally, I understand that the above mentioned course must meet the criteria listed below to be applied to my graduate program:

- 1). Must be beyond the general introductory level
- 2). Must be relevant to my specialty
- 3). Must not be available at the graduate level within the University
- 4). Must be recommended by my academic advisor; and
- 5). With approval of the course instructor, must include additional work to differentiate between undergraduate and graduate participation in the course.

(Signature)

(Date)