

UNION THEOLOGICAL SEMINARY
Application for Permission
To Enroll in a Course in Another School

THIS FORM MUST BE COMPLETED BY CANDIDATES FOR SEMINARY DEGREES WHO WISH TO ENROLL IN A **GRADUATE** COURSE IN ANOTHER INSTITUTION.

Please read the information on the other side of this sheet before completing this form. At registration, you will turn it in to the UTS Registrar's Office along with your registration card.

Date _____

Student _____ Degree Program _____

Social Security Number ____ - ____ - ____

Name of Other Institution _____

Semester Given _____

Exact course number _____ points _____

Course title _____

Instructor _____

How will this contribute to your program at the Seminary?

Faculty Advisor's approval: _____ Date _____

How many courses have you previously taken in other schools during your candidacy at Union that are being counted toward degree requirements at the Seminary? _____

Maximum credits allowed: M.A. - 12 cr.; M.Div. - 15 cr.; S.T.M. - 6 cr.; Ph.D. - 12 cr. (except Bible students)

Has the Seminary paid any part of the cost of these courses? _____

Itemize cost of the course for which approval is being sought:

Tuition \$ _____ (_____ points @ \$ _____ per point)

Other \$ _____ (identify special fee _____)

TOTAL \$ _____

Approval by the Academic Dean:

APPROVED: Student will pay \$ _____. Seminary will pay tuition only \$ _____

Date: _____ Signed: _____

TURN THIS FORM IN TO THE REGISTRAR'S OFFICE AT UTS!
(Please read other side)

INFORMATION ABOUT TAKING COURSES IN OTHER INSTITUTIONS

☞ PLEASE NOTE: COURSES TAKEN AT OTHER INSTITUTIONS MUST BE TAKEN FOR FULL CREDIT; YOU MAY NOT AUDIT THEM OR TAKE THEM FOR “R” CREDIT. ANY CHARGES INCURRED FOR LATE REGISTRATION OR FOR DROPPING A COURSE WILL BE THE RESPONSIBILITY OF THE STUDENT.

☞ Note also: Classes begin in different schools on different dates, and academic holidays may vary from one school to another.

If you are a candidate for a Seminary degree and you wish to take a course in another institution (that is, a course not offered in the Seminary catalog), you must complete this form and have it signed by your faculty advisor and the Academic Dean. You must hand in this completed form to the Registrar’s Office during registration.

Only graduate level courses will be approved. In some cases the cost (in full or part) of enrolling in a course elsewhere may be paid by the Seminary. The Seminary generally will not pay for modern language study.

☞ **Students enrolled in courses at other institutions will be subject to the rules of the Seminary with respect to extensions and other deadlines.** You may receive letter grades in courses in other schools; a grade of B must be earned for a course to count toward UTS graduation requirements. If the host school requires the instructor’s permission to enroll in a course, the student must obtain it prior to registration. You must register at the Seminary for every course you take. It may be necessary for the student to register in person at the host school as well. Selected schools are discussed below.

Courses at **Drew Theological Seminary, Fordham University GSAS, General Theological Seminary, Hebrew Union College, Jewish Theological Seminary, New York Theological Seminary, and St. Vladimir’s Orthodox Theological Seminary** are in general available to Union Seminary students without additional fees if duly approved at Union. It is usually not necessary to register in person at these schools except Fordham & St. Vladimir’s. Registration is generally limited to one course per semester.

Courses at **Columbia University** in the following schools are covered by a cross-registration agreement and do not incur tuition fees: *Graduate School of Arts and Sciences, School of the Arts, and International and Public Affairs*, as well as interfaculty courses. These courses begin with the letters **G, R, U, or W** and must be at the **3000 level or higher**. Courses in other schools involve tuition fees. With a letter of introduction in hand from the UTS registrar and email approval from the course instructor, the student goes to the School of Continuing Education at 203 Lewisohn Hall to be entered in the Columbia student information system and receive registration instructions. (Note: these directions do not apply to M.Div./MSSW joint-degree students.)

Courses at **Teachers College**: Union students do not register at TC, but this approval form must indicate whether the student or the Seminary is responsible for the tuition fees for the course.