

CRITERIA FOR REVIEW OF PETITION

No more than **six (6)** points in advanced undergraduate courses may be approved for graduate credit in a master's or doctoral degree program at Teachers College.

Such Courses:

- a. ** must be beyond the general introductory level*
- b. *must be relevant to the student's specialty*
- c. *must not be available on the graduate level within the University*
- d. *must be recommended by the student's major advisor, and*
- e. *with the assistance of the Registrar, a student proposing to enroll in a advanced undergraduate course within the University obtains in writing a statement from the instructor of that course clarifying the additional work required in order to differentiate between undergraduate and graduate participation in the course*

***Basic Language:** courses must be beyond the first two years

The statement defining the additional course requirements will be reviewed by the Registrar before final approval

***Petitions for review are to be submitted early in the term
in which the course is to be taken***

STUDENT'S RESPONSIBILITIES

1. read the above criteria
2. obtain the required signatures in parts *I & II*
3. return the petition to the Registrar's Office (3rd Floor Thorndike), or mail to Teachers College, Box 311, before the last day for change of program (see the Academic Calendar published in the schedule of classes).

Note: 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.