

## Cross-Registration for Princeton University Courses

Princeton Seminary students may take courses at Princeton University (See, [Princeton University Course Offerings](#) ) under an inter-institutional arrangement. Courses taken under this arrangement may be credited toward a Seminary degree provided that they are appropriate to the character and level of the student's program. Except under the most unusual circumstances, a Seminary student is limited to one course during any semester and the total number of courses that may be applied to a degree at the Seminary also is limited. MDiv students are limited to a total of four courses. Entering MDiv, MA juniors, Dual 1 students are not permitted to take University courses during their first semester. Please be aware that the Seminary's academic calendar and the University's [academic calendar](#) are not identical.

PhD students, see regulations below.

### **Please note the following policies and restrictions!**

1. All matters concerning academic procedures for Seminary students enrolled in University courses are governed by the current *Handbook*. This includes the matter of extensions for work after term time. See Section 6.9.3 Beyond Term Time Extensions. ***PTS students may not accept a University's professor's offer to grant extensions beyond term time, without approval from the Associate Dean for Curricular.***
2. Audits are not permitted for any courses by Princeton Seminary students.
3. PU courses do not fulfill MDiv, MA or Dual degree distribution requirements but, upon approval, do receive **elective** credit towards the degree.
4. Online registration for PU courses is not available.
5. Courses are to be taken for a letter grade and not on the pass/D/fail system (no audits are permitted).
6. Courses should be taken at the graduate level, with the exception of language courses. All courses below 500 are undergraduate courses. It is possible to take an undergraduate course, but additional work is required in order for it to satisfy graduate level credit.
7. Credit for modern language will not count towards masters' level degree requirements but the credits will count towards the semester tuition course load. The grade will show on your transcript but it will not factor into the GPA.
8. PTS students are accepted by the PU registrar only after all PU students have had an opportunity to enroll. PTS students are rarely accepted into PU courses with restricted or limited enrollment. Admission to a course is controlled by the PU Registrar, not by the instructor of the course.
9. Entering juniors are not permitted to take PU courses during their first semester.
10. The University and Seminary academic calendars differ, and it is not possible for graduating seniors to enroll in University spring semester courses when credit is needed for graduation.

## **PhD Students Enrolling at Princeton University**

The Seminary's inter-institutional agreement with Princeton University allows doctoral students from either school to take regularly scheduled doctoral seminars at either institution. Seminary students are encouraged to take advantage of this arrangement in consultation with their residence committee and the Princeton University faculty. Auditing a course is not permitted!

Each department has its own guidelines and requirements for doctoral seminars, which may be more restrictive than the following general guidelines:

Students may take up to half of their doctoral seminars (languages excluded) from Princeton University. For exceptional circumstances, petitions to do more than half of coursework at the University must be supported by the student's residence committee and submitted to the PhD Studies Committee for final approval.

Normally, a student may register for only one Princeton University course per semester. For exceptional circumstances, petitions to register for more than one University course in any given semester must be supported by the student's residence committee and submitted to the PhD Studies Committee for final approval.

Special courses (independent studies, reading courses) may be undertaken only with Faculty of Princeton Theological Seminary.

### **How to Register**

#### **Step 1 Request approval**

Students email a request to the Registrar at [registrar@ptsem.edu](mailto:registrar@ptsem.edu). Please include in your request, the PU course, title, and course number. MDiv, Dual or MA students should include a short explanation as to how the University course contributes to your degree. If you are a ThM or PhD student, you should consult with your faculty adviser regarding taking a University course. Your request will be reviewed by the Registrar.

#### **Step 2 After you have received email approval from the Registrar.**

If your request is approved, you are to pick up an inter-institutional form from Emmy Rivera-Hendricks in the Registrar's Office. You must then get the PU instructor's approval.

#### **Step 3 After you receive approval from the PU course instructor**

Take your form to the PU Registrar Office for signed approval.

#### **Step 4 After you receive signed approved from the PU Registrar**

Return the copy of the processed registration form to the PTS Registrar's Office. You are not registered for the course, until approved by both the PU and PTS Registrars.

**Step 5 Please review** your registration online to make sure that you are registered properly! If you notice any problem, please email [registrar@ptsem.edu](mailto:registrar@ptsem.edu).