



## SECOND-ENTRY UNDERGRADUATE (BD) STUDENT REQUEST TO STUDY AN AD COURSE

If a second-entry (BD) Student would like to be admitted into a graduate (AD) course on the basis of exceptional ability and academic background, then he or she must complete this form and obtain the required approvals prior to attending the course and to the last date to add course for the semester as stated on the TST Key Academic Dates which can be found at [www.tst.edu/academic/key-academic-dates](http://www.tst.edu/academic/key-academic-dates). From the Basic Degree Handbook:

**§9.3.2 Ineligibility for advanced degree courses.** Basic degree students are not normally permitted to register for courses numbered above 3999, which are advanced degree courses. 5000-level courses are intended exclusively for advanced degree students. Only in a case where a student has exceptional ability and academic background in an area will a basic degree student be allowed to register for a 5000-level course, and then only with the written permission of the instructor, the student's Basic Degree Director and the GCTS. In similarly exceptional cases a basic degree student may be allowed to register for a 6000-level course, with the written permission of the instructor and the student's Basic Degree Director. A basic degree student who takes an advanced degree course must complete the same course requirements as advanced degree students, and will be graded on the same basis as advanced degree students.

For 6000-level courses, this form must be signed by the instructor of the course and the student's BD Director. For 5000-level courses, in addition to the instructor's and BD Director's signature, the approval of the GCTS is also required. If this request is being made prior to an academic history on ROSI, the student must also submit a copy of their transcript from their last academic institution.

### Section 1 – Student Information (to be completed by the student)

Last Name:	First Name:	Student Number:
College: <input type="checkbox"/> EM <input type="checkbox"/> KN <input type="checkbox"/> RG <input type="checkbox"/> SA <input type="checkbox"/> SM <input type="checkbox"/> TR <input type="checkbox"/> WY		Program:

### Section 2 – Course Information (to be completed by the student)

Session	Course Code	Course Title	Instructor

### Section 3 – Declaration (to be signed by the student)

By signing this form, I acknowledge that my academic record will be reviewed by the authorizing parties and, if approval is granted, I request that my college registrar register me for the above course on ROSI. I understand that the fee associated with the course is that of the AD course level.

Student's Signature:	Date:
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### Section 4 – Approvals

Please Indicate Recommendation: <b>Approve / Declined</b>	Instructor's Signature:	Date:
Please Indicate Recommendation: <b>Approve / Declined</b>	BD Director's Signature:	Date:

For 5000-level courses:

Please Indicate: <b>Approved / Declined</b>	GCTS Signature:	Date:
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Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government.

Your Personal Information will be protected at all times.

If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON, M5S 2C3  
or call 416-978-4040.

<b>Office Use:</b>	Date Entered on ROSI: _____
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