

**PERMISSION FOR ENROLLING IN GRADUATE COURSES WHILE AN UNDERGRADUATE***(Approvals to be obtained prior to Registration)*

Completed and approved form should be taken to the One Stop Enrollment Center for processing. Student must present valid photo ID at the One Stop Enrollment Center at time of processing. Effective date of this request is the date it is processed at the One Stop Enrollment Center.

1. An **exceptional undergraduate student** may enroll in a graduate course and apply the credit earned to his/her undergraduate degree.
2. An undergraduate student lacking no more than 30 hours for graduation may enroll in a graduate course and earn graduate credit under the following conditions:
 - a. In order to earn graduate credit, the student must graduate at the end of that term; otherwise, the course is regarded as undergraduate credit. If graduate credit is earned, the semester hours are not considered a part of the baccalaureate degree program.
 - b. Permission must be obtained from the student's Advisor, Instructor, the Department Chair and the Dean of the College in which the course to be taken for graduate credit is offered.
4. Permission to enroll in a graduate course does not grant admission to The Graduate School at UTSA.
You must apply at <http://utsa.edu/graduate/>
5. You must have a 3.0 UTSA grade point average to enroll in a graduate course as an undergraduate student.

Student's First Name: _____ **Middle:** _____ **Last:** _____

Telephone Number: _____ **Preferred Email Address:** _____

myUTSA ID: _____

Term: ☐ Fall ☐ Spring ☐ Summer

MUST CHECK ONE: ☐ Undergraduate Credit ☐ Graduate Credit*

Year:

GRADUATE COURSE TO BE TAKEN: CRN: _____ **Subject:** _____ **Course #:** _____ **Section #:** _____

Explain the reasons for this request:

Student's Signature: _____ **Date:** _____

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

For Administrative Use Only

For Advisor Use: _____ UTSA GPA _____ Cum GPA _____ Major GPA _____ Student within 30 hrs of graduation: ☐ Yes ☐ No

Advisor (signature) / _____ print name Date: _____

APPROVALS:

Instructor (signature) / _____ print name Date: _____ ☐ Approve ☐ Deny

Department Chair (signature) / _____ print name Date: _____ ☐ Approve ☐ Deny

Associate Dean (signature)* / _____ print name Date: _____ ☐ Approve ☐ Deny

*Associate Dean of Graduate Studies signature is required if taking for Graduate credit.

Registrar's Office Use Only

Level change processed on SFAREGS: ☐ Undergraduate Credit ☐ Graduate Credit

Date By

Undergraduate student did not graduate. Credit changed to undergraduate. Annotation: