

## Permission for Enrolling in Undergraduate Courses While a Graduate

**How to Submit Form:** Submit completed form through the [Document Uploader](#) for processing.

- **Fields to select on the Document Uploader:** **Department:** *Registrar*; **Term:** *Select Applicable Term*; **Category:** *Registration Forms*; **Document:** *Permission for Enrolling in Undergraduate courses while a Graduate*

**Directions:**

1. A **graduate student** may enroll in an undergraduate course and apply the credit earned to his/her graduate degree.
2. Students taking an undergraduate course for graduate credit must obtain all signatures on form.
3. Syllabus indicating graduate level work in undergraduate course must be attached to this form at the time of submitting

**STUDENT INFORMATION**

Term:  Fall  Spring  Summer Year: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

**Undergraduate Course to be Taken:**

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_

Explain the reasons for this request AND attach copy of the syllabus that indicates graduate level work to be completed

**SIGNATURE**

Student 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.

**UTSA OFFICE USE ONLY:**

**APPROVALS**

\_\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_  
*GAR* *Print Name* *Date*

\_\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_  
*Instructure signature* *Print Name* *Date*

\_\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_  
*Department Chair signature* *Print Name* *Date*

\_\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_  
*Associate Dean signature* *Print Name* *Date*

\_\_\_\_\_/ \_\_\_\_\_ / \_\_\_\_\_  
*Vice Provost and Dean of the Graduate School, signature* *Print Name* *Date*

**UTSA OFFICE USE ONLY:**