

# Permission for Enrolling in Graduate Courses While an Undergraduate

**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 Graduate course while an Undergraduate

**Directions:**

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:
  - 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.
  - 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.
3. Permission to enroll in a graduate course does not grant admission to The Graduate School at UTSA. You must apply at [utsa.edu/graduate](https://utsa.edu/graduate)
4. You must have a 3.0 UTSA grade point average to enroll in a graduate course as an undergraduate student.

**STUDENT INFORMATION**

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

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

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

**Graduate Course to be Taken:**

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

**Must Check One:**    Undergraduate Credit      Graduate Credit\*

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:**

myUTSA ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last: \_\_\_\_\_

FOR ADMINISTRATIVE USE ONLY

For Advisor Use:

UTSA GPA: \_\_\_\_\_ Cum GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Student within 30hrs 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.

UTSA OFFICE USE ONLY:

Level change processed on SFAREGS: Undergraduate Credit Graduate Credit

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_