

Enrolling in Undergraduate Courses While a Graduate

A graduate student may enroll in an undergraduate course and apply the credit earned to his/her graduate degree or graduate degree as long as they obtain the necessary signatures on this form and submit a syllabus indicating graduate level work in the undergraduate course.

Student Information

myUTSA ID: _____ First Name: _____ Last Name: _____

Undergraduate Course Information

Indicate the term and year for this request.

Fall Spring Summer Year: _____

CRN: _____ Subject: _____ Course #: _____ Section #: _____

Explain the reasons for this request **and** attach a copy of the syllabus that indicates graduate level work to be completed.

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statement:

- The information submitted for review is true and correct to the best of my knowledge.

Student Acknowledgement

Student Signature: _____ Date: _____

Academic Acknowledgement

Graduate Advisor Name: _____ Signature: _____ Date: _____

Instructor Name: _____ Signature: _____ Date: _____

Department Chair Name: _____ Signature: _____ Date: _____

Associate Dean Name: _____ Signature: _____ Date: _____

Dean of Graduate School Name: _____ Signature: _____ Date: _____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Registrar”
- **Term:** Select Applicable Term
- **Category:** Select “Registration Forms”
- **Category 2:** N/A
- **Document:** Select “Permission for Enrolling in Undergraduate course while a Graduate”

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT 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 UT 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. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*