Guide to Completing the Fast Track Petition Form

Undergraduate Section

**Undergraduate:**

Major: ______________________ Degree: ______________________ School: ______________________

Graduation Catalog: ______________________

Fast track program/degree program to which credits will be applied ______________________

- **Major:** Current undergraduate major
  - Biomedical Engineering/ Computer Engineering / Computer Science / Electrical Engineering/ Mechanical Engineering/ Software Engineering
- **Degree:**
  - BS
- **School:**
  - Jonsson School
- **Graduation Catalog:**
  - The academic year you began your undergrad degree with your current major at UTD
  - Example: Catalog 2018-2019 if you began in Fall 2018, Spring 2019, or Summer 2019
- **Fast track program/graduate degree program to which credits will be applied:**
  - Example: Computer Science MS / Systems Engineering and Management MS

Graduate Section

**Graduate:**

Major: ______________________ Degree: ______________________ School: ______________________

Graduation Catalog: ______________________

- **Major:** Graduate Degree Program you are Fast-Tracking into
  - Example: Computer Science / Systems Engineering Management
- **Degree:**
  - MS
- **School:**
  - Jonsson School
- **Graduation Catalog:**
  - The academic year you will matriculate to grad school
  - Example: Catalog 2022-2023 (begin graduate program Fall 2022 or Spring 2023)
    - You graduate with bachelor’s degree in Spring 2022
    - You graduate with bachelor’s degree in Fall 2022
Other

Total Credit Hours Completed: __________________________ GPA Overall: __________________________
Total hours in progress: __________________________ Current GPA in the major: __________________________
Anticipated Total Credit Hours completed at end of current semester: __________________________
Anticipated Total Credit Hours in Major completed at end of current semester: __________________________
Anticipated semester of undergraduate matriculation: __________________________

- **Total Credit Hours Completed:**
  - This can be found in your Galaxy Portal
    - Galaxy Portal > Orion Student Center > My Academics > View My Transcript > Submit
    - Go to the latest semester that you fully completed and check the “Comb Totals” for Earned column
  - Example: 103 is Total Credit Hours Completed

- **GPA Overall:**
  - From your Unofficial Transcript, check your “Combined Cum GPA” for the latest semester that you fully completed
  - To see your unofficial transcript: Sign in to Galaxy Portal> Orion Student Center > My Academics > View My Transcript> In the Report Type field, select Unofficial Transcript > Submit > Select the Unofficial Transcript you would like to view> View Report button to bring up the unofficial transcript (this may take some processing time)

- **Total hours in progress:**
  - The number of credit hours you will be taking in the upcoming semester
  - Example: 15 hours

- **Current GPA in the major:**
  - This is viewable in your Academic Requirements section of your Galaxy Portal
    - Galaxy Portal > Orion Student Center > My Academics > My Academic Requirements > Bachelor of Science in ... (your specific major)
    - Example:
- **Anticipated Total Credit Hours completed at end of current semester:**
  - Total Credit Hours Completed + Total hours in progress
    - Example: 103 + 15 = 118
- **Anticipated Total Credit Hours in Major completed at end of current semester:**
  - The total number of credit hours, only consider the major-specific courses that you have taken
  - This can be found in your Galaxy Portal
    - Galaxy Portal > Orion Student Center > My Academics > My Academic Requirements > Bachelor of Science in ... (your specific major)

- Subtract the credits that are not major-specific courses from the total credits taken (e.g. 118)
- **Anticipated semester of undergraduate graduation:**
  - Example: Spring 2022

- **Anticipated semester of graduate matriculation:**
  - Example: Fall 2022

## Registration

<table>
<thead>
<tr>
<th>Graduate Course Number</th>
<th>Call Number</th>
<th>How Used on BS Degree Plan (if for graduate use only, please designate option C)</th>
<th>Approved course Yes or no</th>
<th>If course is not on the approved list, please provide an explanation as to why student should be allowed to enroll in it</th>
<th>UG Hours Enrolled:</th>
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<tbody>
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<td>The number of undergrad credit hours enrolled for the upcoming semester</td>
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<td>Grad Hours Enrolled:</td>
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<td>The number of grad credit hours enrolled for upcoming semester</td>
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<td># of Hours Work per week:</td>
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<td>If you will be working a job for the upcoming semester, how many hours per week do you anticipate?</td>
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<td># of Hours Work per week:</td>
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<td>If course is not on the approved list, please provide an explanation as to why student should be allowed to enroll in it</td>
</tr>
</tbody>
</table>

- **UG Hours Enrolled:**
  - The number of undergrad credit hours enrolled for the upcoming semester

- **Grad Hours Enrolled:**
  - The number of grad credit hours enrolled for upcoming semester

- **# of Hours Work per week:**
  - If you will be working a job for the upcoming semester, how many hours per week do you anticipate?

- **Graduate Course Number:**
  - Find the grad course(s) you want to take for the upcoming semester
  - Example: CS 6360

- **Call Number**
  - 5 digit class number that is viewable in [Coursebook](#)
  - Example: 22665
- How Used on BS Degree Plan:
  - A (Undergrad only)
  - B (Undergrad and Graduate)
  - C (Grad only)

Signatures

- Gather all signatures in the numeric order noted on the form