



Petition for Undergraduate CS/SE Student to Take Graduate Course(s)

Information for undergraduate students regarding registering for graduate courses:

- Students must have completed 90 hours and obtain all the necessary approvals to be eligible to enroll in graduate courses as an undergraduate student.
- Requirements to enroll in graduate courses are determined by each program/school in conjunction with the Office of Graduate Studies. Criteria and list of courses approved are available from the graduate advisor.
- Undergraduates have three options for registering for graduate courses:

Option #A	Undergraduate degree ONLY (maximum of 12 hours allowed)
Option #B	Fast Track Option (maximum of 15 hours allowed)
Option #C	Graduate degree ONLY (maximum of 12 hours allowed)
Options A + B + C	Maximum of 15 hours combined total is allowed

- Options A and B are designated at the time of admission into Fast Track. Students must designate coursework at the time they apply for graduation and/or admission into Fast Track. The designation can NOT be changed after a student's undergraduate degree has been certified. The default designation is undergraduate degree only.
- Option C must be designated prior to enrolling a graduate course and canNOT be changed. To register for a course as option C, student must go to the Student Services Building (SSB) and complete registration.
- All coursework must apply to either a student's undergraduate or approved graduate degree program.
- Students may pre-register for graduate courses in the semester in which they will complete the 90 hours and only for the subsequent semester. For example, if a student will complete 90 hours in the summer they can only register for graduate courses in the fall during summer registration period, after completion of spring.
- Once a student has completed 12 hours of graduate coursework they must be admitted into a Fast Track program to continue enrolling in graduate courses, as only a maximum of 12 graduate hours can be applied to an undergraduate degree only.



Petition for Undergraduate Student to Take Graduate Course(s)

Student: _____ Student ID # _____
 Address: _____
 Phone #: (_____) _____ - _____ E-mail: _____@utdallas.edu _____

Undergraduate:

Major: _____ Degree: _____ School: ECS _
 Graduation Catalog: _____
 Fast track program/degree program to which credits will be applied _____

Graduate:

Major: _____ Degree: _____ School: _____
 Graduation Catalog: _____

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 graduation: _____
 Anticipated semester of graduate matriculation: _____

Registration: Spring Summer Fall UG Hours Enrolled: Grad Hours Enrolled: # of Hours Work per week

Graduate Course Number	Call Number	How Used on BS Degree Plan (if for graduate use only, please designate option C)	Approved course Yes or no	If course is not on the approved list, please provide an explanation as to why student should be allowed to enroll in it

Signatures:

1 _____
 Student Signature Date

Approved
 Approved, pending completion of 90 hours

3 _____
 Graduate Program Head/Advisor Date

Approved
 Approved, pending completion of 90 hours

2 _____
 Undergraduate Associate Dean Date

4 _____
 Undergraduate Advisor Date
 Student registered for graduate courses

The University of Texas at Dallas is an Equal Opportunity/Affirmative Action University

Routing: Undergraduate Associate Dean - Graduate Program Head/Advisor - Undergraduate Advisor
 CC: Student