

RESERVATION OF COURSE FOR GRADUATE CREDIT

Name _____ EID _____

Undergraduate College _____ Major _____

Graduate Degree Sought _____ Instructor _____

Course Abbreviation _____ Unique Number _____ Semester/Year _____

By signing below, I acknowledge my understanding of the following rules governing the reservation of a course for graduate credit:

1. You must have a 3.0 overall UT grade point average.
2. You must have completed 90 undergraduate hours.
3. You cannot register for more than fifteen semester hours in a long semester or for more than twelve semester hours in the summer session.
4. Courses reserved for graduate credit are limited to a total of twelve semester hours.
5. A student who has previously earned a bachelor's degree may NOT reserve courses for graduate credit.
6. Only graduate courses may be reserved for graduate credit.
7. Courses reserved for graduate credit may not also be used to fulfill the requirements of an undergraduate degree.
8. The grade earned in this course will not be included in the graduate grade point average.

(Student)

I approve the reservation of this course for graduate credit:

(Instructor)

(Graduate Adviser)

(Dean of Undergraduate College)

(Second Undergraduate Dean for Dual Degree Students)

(Undergraduate Adviser)

(Second Undergraduate Adviser for Dual Degree Students)

(Graduate Dean)

Instructions:

1. Complete this form in full during the first two class weeks of the semester, using a separate form for each course.
2. Obtain the signatures of the Graduate Adviser in your proposed major field, the Undergraduate Adviser in your current major, the instructor of the course, the Undergraduate Dean, and the Graduate Dean. Dual degree students must obtain the signatures of both of their Undergraduate Deans and Undergraduate Advisers.
3. Return the form to The Graduate School, Main Building 101, G0400.

DEPARTMENT OF COMPUTER SCIENCE
Request to Enroll in a Graduate Course

Semester: Fall _____ Spring _____ Year: _____

Name _____ UT EID _____

Email _____ Phone _____

Please check one:

Undergraduate credit _____ Graduate Credit _____

For credit toward bachelor's degree, undergraduates must meet the following requirements:

1. GPA ≥ 3.0
2. Must be an upper-division student and must fulfill the prerequisite for the course (except graduate standing).
3. Must have instructor's signed consent and graduate advisor's approval*

For credit toward a graduate degree:

1. Courses reserved for credit are limited to a total of twelve hours.
2. A course reserved for credit may be listed on the student's Program of Work for the master's or doctoral degree. Because it was taken before the student entered the Graduate School, it is not included in the graduate GPA.
3. All courses reserved for graduate credit must be approved by the twelfth class day of the semester (or fourth class day of summer session) by the course instructor, the student's undergraduate advisor, the graduate advisor in the student's proposed graduate major area, the dean of the student's undergraduate college and the graduate dean.* Forms for this purpose are available online at the graduate school web site or in the office of Graduate Studies, MAI 101.
4. An undergraduate student enrolled in a graduate course is subject to all University regulations affecting undergraduates.
5. Approval for an undergraduate to take graduate level courses makes no guarantees about the student's admissibility to any UT-Austin graduate program. A student must be admitted through regular channels to a graduate program at this University before that credit may be applied to a graduate degree at UT-Austin.
6. Once reserved, the course must stay reserved toward a graduate degree. Students who are considering applying to the CS department's five year masters integrated program are cautioned that this reserved course might not count toward that degree.

***Important: Most Graduate courses are in high demand by CS graduate students. For this reason, an undergraduate will not be allowed to register for a graduate level course until sometime during the first-fourth class days.**

By signing below, I acknowledge my understanding of the above information.

Student's Name (PRINT)

Student's Signature

Undergraduate Advisor's Signature