

## RESERVATION OF COURSE FOR GRADUATE CREDIT

Name \_\_\_\_\_ EID \_\_\_\_\_

Undergraduate College \_\_\_\_\_ Major \_\_\_\_\_

Graduate Degree Sought \_\_\_\_\_ Instructor \_\_\_\_\_

Course Abbreviation \_\_\_\_\_ Unique Number \_\_\_\_\_ Semester/Year \_\_\_\_\_

### Instructions:

1. Complete this form in full during the first two weeks of class, using a separate form for each course.
2. Obtain ALL signatures below, preferably in the order they appear on the form. Dual degree students must obtain both of their Undergraduate Deans and Undergraduate Advisers' signatures.
3. Return the form to The Graduate School, Main Building 101, G0400.

*Note: This form does not register you in a graduate level course.  
Please see your Undergraduate advisor to register.*

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**By signing below, I confirm that the student has my permission to register for this course.**

\_\_\_\_\_  
(Instructor)

\_\_\_\_\_  
(Graduate Adviser)

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**By signing below, I confirm that the student has been approved to take this course and the course listed will not be used to fulfill requirements of this student's undergraduate degree:**

\_\_\_\_\_  
(Dean of Undergraduate College)

\_\_\_\_\_  
(Second Undergraduate Dean for Dual Degree Students)

\_\_\_\_\_  
(Undergraduate Adviser)

\_\_\_\_\_  
(Second Undergraduate Adviser for Dual Degree Students)

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**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 GPA.
2. You must have completed at least 90 undergraduate hours.
3. You cannot register for more than 15 hours in a long semester (12 hours for summer session).
4. Only 12 total hours of coursework may be reserved for graduate credit.
5. A student who has already 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 be included in your undergraduate GPA.

\_\_\_\_\_  
(Student)

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For Graduate School use only:      Approve \_\_\_\_\_  
     Deny \_\_\_\_\_