



GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223
The University of Texas at El Paso
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(915) 747-5491 Fax (915) 747-5788
graduate.utep.edu

RESERVATION FOR GRADUATE CREDIT Restricted to current UTEP undergraduate students in the final semester of undergraduate study

Name: _____ UTEP ID: _____ E-mail: _____

Read the following before submitting your request to enroll in graduate courses on a reserved for graduate credit basis:

- This option is limited to one term/final term.
- The undergraduate student must be in the final semester of study and not lack more than 12 semester hours of coursework to complete all requirements for the baccalaureate degree.
- The applicant must have a 3.0 grade point average in all upper level courses.
- Total registration for ALL coursework must NOT exceed 15 credit hours for Fall and Spring sessions and 9 credit hours for summer sessions.
- Enrollment in graduate course must be approved by the departmental/program graduate advisor.
- Research, seminar, individual studies or thesis courses cannot be reserved for graduate credit.
- Reservation for graduate credit courses will appear on a separate GRADUATE level transcript.
- Grades earned on reserved courses will become part of the permanent graduate history/transcript and will affect the graduate cumulative grade point average.
- Reservation for graduate credit does not constitute admission to the Graduate School.
- Credit for graduate courses cannot be counted towards a baccalaureate degree; it can only be reserved toward a graduate degree.
- A student who has a baccalaureate degree cannot reserve courses for graduate credit unless enrolled at the undergraduate level working toward a second baccalaureate degree.
- Submit this form to the Graduate School for final approval and processing. Enrollment in GR courses for graduate credit can only be processed by the Graduate School.

By signing below, the student agrees to reserve courses which will become part of the permanent graduate transcript.

Total enrollment including requested graduate courses: _____ Upper Level GPA: _____

Total undergraduate course hours lacking for Bachelor's Degree: _____ Graduation Date: _____

This request is to enroll in the following courses during the following term: _____

CRN					
SUBJECT					
COURSE NUMBER					

Student Signature & Date: _____ Graduate Advisor Signature & Date: _____

College Dean Signature & Date: _____ Graduate School Signature & Date: _____