



GRADUATE SCHOOL

Mike Loya Academic Services Building, Room 223
The University of Texas at El Paso
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graduate.utep.edu

UNDERGRADUATE/GRADUATE DUAL CREDIT PROGRAM STUDENT APPLICATION FORM Submit to the Graduate School

Application Requirements:

The Undergraduate/Graduate Dual-Credit Program enables outstanding undergraduate UTEP students to receive dual undergraduate and graduate credit for up to 15 hours of UTEP graduate course work as determined by participating master's and doctoral programs. Interested students must:

- Have successfully completed at least 90 hours of undergraduate coursework toward their degree with a minimum of 24 of those hours at UTEP.
- Have and maintain a minimum 3.30 undergraduate GPA.
- Satisfy additional requirements set by participating graduate programs.

Instructions:

Complete the form below and submit it to the Graduate School. Upon approval by the Graduate School, apply online to the graduate program of your choice. You will be assigned a fast track code. Upon acceptance into the graduate program and completion of the Bachelor's degree, you must submit an official transcript to be formally admitted into the graduate program.

Notes:

1. Each participating undergraduate academic program will determine which 5000 level courses will count toward the undergraduate degree. The Graduate School will maintain an inventory of all approved courses.
2. Students must be advised each semester at the departmental level by both the undergraduate and graduate advisors and cleared for registration in graduate courses by the Graduate School.
3. Students must earn a B or better in the graduate course to count as graduate credit. The earned grade will first appear on the undergraduate transcript. If the grade is a C, it will not count toward the graduate degree but will still count toward the undergraduate degree. Upon admission into the Graduate School, the earned credit will appear on the graduate transcript.
4. Tuition will be based on the level of the course, not the level of the student. Financial aid may be adjusted.
5. Exceptions to these guidelines will be handled through an appeal process established by the participating graduate program.

Name: _____ UTEP ID Number: _____

Email Address: _____ Undergraduate Program: _____

Intended Graduate Program: _____

Approved Coursework:

Course Prefix & No. _____ Semester & Year: _____

Course Prefix & No. _____ Semester & Year: _____

Course Prefix & No. _____ Semester & Year: _____

Course Prefix & No. _____ Semester & Year: _____

Course Prefix & No. _____ Semester & Year: _____

I request that the above course(s) be reserved for graduate credit upon achievement of unconditional admission to the Graduate School.

Signature of Student: _____ Date: _____

Name & Signature of Undergraduate Advisor: _____ Date: _____

Name & Signature of Graduate Advisor: _____ Date: _____

Name & Signature of College Dean: _____ Date: _____

Name & Signature of Graduate School Dean: _____ Date: _____

Accepted students will take a selected set of graduate courses that will meet the educational requirements of both graduate and undergraduate degree. A total of up to 15 hours of graduate coursework will be allowed. Each program will certify individual program requirements.