30/45 SCH Excess Fee Waiver AGREEMENT
Requirements for Contract to Graduate

Your *Contract to Graduate* consists of this page and your Semester-by-Semester plan. Although specific courses listed on the Contract may change for various reasons, e.g., course scheduling or your choice of electives, etc.; you may not exceed the total number of SCH outlined on your *Contract to Graduate.* No *Contract to Graduate* may exceed 24 SCH for any reason.

NOTE: Under section 54.014 of the Texas Education Code, "An institution of higher education may charge a resident undergraduate student tuition at a higher rate than the rate charged to other resident undergraduate students, not to exceed the rate charged to nonresident undergraduate students, if before the semester or other academic session begins the student has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled."

I, _____(Print your name), myUTSA ID _____, understand the following:

1. _____ (Initial) This *Contract to Graduate* is intended to allow me to complete my Bachelor's degree in _____ (major) without being assessed an additional surcharge. It does not extend to the completion of a double major, minor, concentration, or post-graduate pre-requisites.
2. _____ (Initial) This *Contract to Graduate* is FINAL. I must complete the remaining coursework (not to exceed 24 SCH) as outlined on my semester-by-semester plan.
3. _____ (Initial) If I drop, fail, or repeat any course, I will be held responsible for any and all additional fees.
4. _____ (Initial) If I choose to increase my attempted hours or enroll in courses not listed on my degree plan, I will be held responsible for all additional fees.
5. _____ (Initial) If required courses are not offered by UTSA or if required courses are scheduled in direct conflict with each other, my contract will be revised and I will not be held responsible for additional charges.
6. _____ (Initial) My *Contract to Graduate* is subject to any and all university policies not listed here.
7. _____ (Initial) I will submit my *Contract to Graduate* to Undergraduate Studies Support & Technology Services in MS 2.02.18Y within 5 business days.

Effective Beginning: ◯ Fall ◯ Spring ◯ Summer 20_____

Student Printed Name	Student's Signature	Date

Advisor's Printed Name	Advisor's Signature	Date

Student will submit completed *Contract to Graduate* and semester-by-semester plan to Undergraduate Studies Support & Technology Services in MS 2.02.18Y within 5 business days.

For Front Desk use only: Date Received _____Time Received _____

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.