

## Signature Experience Approval Form for Co-curricular Activities

Students can meet the Klesse College signature experience requirement by taking part in a co-curricular activity that meets one of the INTERESTS category descriptions (see catalog) and requires a time commitment of at least 100 hours. Klesse College students can choose one of the following options to satisfy the signature experience requirement through a co-curricular activity:

**Option 1:** Select an experience from the pre-approved list of co-curricular activities. This list is updated each semester on the college website (<https://ceid.utsa.edu/signature-experiences-interests/>) before each registration period. If choosing option 1,

1. Please use this form to indicate the pre-approved experience that you will be participating in and the dates of the experience.
2. Attach documentation that shows your acceptance to participate in the identified experience, e.g., admission letter to a research program, internship employment letter, etc.
3. Register for an EID course

**Option 2:** Propose an alternative experience and obtain approval. Students must receive approval before committing to an experience. If choosing option 2,

1. Please use this form to describe the experience and explain how the experience meets one of the INTERESTS category descriptions and requires a time commitment of at least 100 hours.
2. Obtain signatures from the Department Chair or School Director and Associate Dean of Undergraduate Programs.
3. Register for an EID course

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First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

UTSA ID: \_\_\_\_\_

Degree/Major: \_\_\_\_\_

For Semester: \_\_\_\_\_

Date of request: \_\_\_\_\_

a. Select the requested extra-curricular activity option to satisfy the signature experience requirement:      **Option 1**                      **Option 2**

b. Indicate the INTERESTS category of the proposed experience:

**Internship**

**Research**

**Study Abroad**

**Service Learning**

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Please fill out this section if **Option 1** was selected:

1. Indicate the ID of the extra-curricular pre-approved experience: \_\_\_\_\_
2. Dates of participation:
  - a. From: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - b. To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please fill out this section if **Option 2** was selected:

1. Indicate the INTERESTS category of the proposed experience: Internship/Research/Study Abroad/Service Learning
2. In 300 words or less, describe the proposed experience

3. Proposed dates of participation:
  - a. From: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - b. To: \_\_\_\_/\_\_\_\_/\_\_\_\_
  - c. Approximate number of hours: \_\_\_\_\_

**Decision (only for Option 2)**

Decision:

\_\_\_\_\_  
Department Chair/ School Director

\_\_\_\_\_  
Date

Decision:

\_\_\_\_\_  
Associate Dean of Undergraduate Programs

\_\_\_\_\_  
Date

Email form to [CEID\\_UG\\_Programs@utsa.edu](mailto:CEID_UG_Programs@utsa.edu)