



**SCHOOL OF
ENGINEERING**
UNIVERSITY OF MISSISSIPPI

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REQUEST DATE: _____

ADMINISTRATIVE REQUEST FORM

These changes are requested to take effect during which academic term? _____
TERM (e.g., Fall, Spring, Summer) YEAR

FULL NAME

CURRENT DEPARTMENT / DEGREE PROGRAM

UNIVERSITY EMAIL ADDRESS

UNIVERSITY STUDENT ID#

- WAIVE PRE-REQ OR CO-REQ
- LATE ADD
DATE OF INITIAL ATTENDANCE _____
- EXCEED CAPACITY
- TIME CONFLICT
- OVERLOAD REQUEST
- COURSE SUBSTITUTION

COURSE(s) & SECTION # (e.g., ENGR 207-2)

REASON OR JUSTIFICATION OF REQUEST

CHANGE OF MAJOR

FROM: _____

TO: _____

ACT MATH SUBSCORE: _____
 CUMULATIVE GPA: _____
 GRADES: MATH 121 _____
 MATH 123 _____
 MATH 125 _____

STUDENT SIGNATURE (required)

DATE

APPROVAL OF REQUEST (see instruction page for required signatures)

ADVISOR SIGNATURE

DATE

INSTRUCTOR SIGNATURE

DATE

CHAIR SIGNATURE

DATE

Submit the completed form to the Dean's office in Brevard Hall, Room 215 for final approval and processing.

DEAN'S OFFICE USE ONLY

APPROVED DATE: _____

DENIED SIGNATURE: _____

Explanatory terms and signature requirements:

Student signature required for all requests

WAIVE PRE-REQ OR CO-REQ:	Approval of getting enrolled in an advanced course, bypassing the regular course curriculum path. <i>Requires Advisor and Chair signatures</i>
LATE ADD:	Adding a course to the academic schedule after the 10 th day of classes of a regular semester. Date of initial attendance MUST be included. <i>Requires Instructor signature</i>
EXCEED CAPACITY:	In special circumstances, students may be approved to get enrolled in a Course that reached full capacity. <i>Requires Instructor and Chair signatures</i>
TIME CONFLICT:	Students who wish to enroll in a course for which the meeting times are partially or totally overlapping with another course on their schedule. <i>Requires Instructor and Chair signatures</i>
OVERLOAD REQUEST:	Students who wish to exceed the maximum number of credit hours, as permitted by the UM policy. <i>See table below</i> <i>Requires Advisor and Chair signatures</i>

	Full-time Hours	
Fall semester	12-19	credit hours
Winter Intersession	3	credit hours
Spring semester	12-19	credit hours
May Intersession	3	credit hours
Full Summer	12	credit hours
First Summer	6	credit hours
Second Summer	6	credit hours
August Intersession	3	credit hours

COURSE SUBSTITUTION:	Course substitutions by name and course number. <i>Requires Chair signature</i>
CHANGE OF MAJOR:	Students who wish to join a new department and meet the needed requirements. <i>Requires Chair signature</i>

Instructions:

1. Complete the form as required for your specific request.
2. Sign the form.
3. Obtain other required signatures for your specific request.
4. Submit the form to the Dean's office in Brevard 215 for final approval and processing.