



**SCHOOL OF  
ENGINEERING**  
UNIVERSITY OF MISSISSIPPI

Phone: (662) 915-5780 | Fax: (662) 915-5387 | Email: engineer@olemiss.edu

REQUEST DATE: \_\_\_\_\_

**ADMINISTRATIVE REQUEST FORM**

These changes are requested to take effect during which academic term? \_\_\_\_\_

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
DEPARTMENT/DEGREE PROGRAM

\_\_\_\_\_  
EMAIL

\_\_\_\_\_  
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 227 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**

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

	<b>Full-time Hours</b>		<b>Maximum course load</b>	
Fall semester	12-18	credit hours	21	credit hours
Winter Intersession	3	credit hours	4	credit hours
Spring semester	12-18	credit hours	21	credit hours
May Intersession	3	credit hours	4	credit hours
Full Summer	12	credit hours	14	credit hours
First Summer	6	credit hours	7	credit hours
Second Summer	6	credit hours	7	credit hours
August Intersession	3	credit hours	4	credit hours

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

## 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 227 for final approval and processing.