

Instructions: The student must complete this form and obtain their Faculty Advisor's signature, then the Dean's signature, and finally, the Provost's signature to have their request considered. If the student requests to arrive after the semester begins or leave before final exams, they must get approval from the Provost first and then get the Faculty Advisor's and Dean's approval.

1. Student's Name: _____ 2. I.D. #: _____

3. Phone: _____

4. Address (Campus Phone or box if applicable): _____

5. Date of Request: _____ 6. Faculty Advisor: _____

7. Class (choose one): _____ 8. Intended date of Graduation: _____

9. Grade Point Average: _____

10. Nature of Request (check a box):

☐ Permission to register for overload

If overload, how many hours do you wish to carry? _____

☐ Permission to take a Course by Arrangement (How many credit hours have you accumulated to date for arranged courses?) _____

☐ Permission for Course Substitution (Have you at any time previously enrolled in the course for which you now wish a substitution?) _____

☐ Permission to test for Proficiency Credit.

☐ Permission to make Final Exam accommodation(s).

☐ Other (Please specify): _____

11. Please list all courses in which you are presently enrolled:

12. Reason for request (student should complete):

13. Faculty Advisor's Signature: _____ ; ☐ Approval ☐ Disapproval

If Disapproval, explanation:

14. Dean's Signature: _____ ; ☐ Approval ☐ Disapproval

If Disapproval, explanation:

15. Provost's Signature: _____ ; ☐ Approval ☐ Disapproval

If Disapproval, explanation:

Once completed, the Provost's Office will email the student, faculty, and dean, with the final decision.