

# MECHANICAL ENGINEERING OVERRIDE FORM

EMAIL COMPLETED FORM TO: [MechanicalUndergraduate@unt.edu](mailto:MechanicalUndergraduate@unt.edu) or [MechanicalGraduate@unt.edu](mailto:MechanicalGraduate@unt.edu)

- 1) D GRADES ARE **NOT ACCEPTED** FOR PREREQUISITE COURSES.
- 2) IT CAN TAKE UP TO **3 BUSINESS DAYS** TO PROCESS THE OVERRIDE REQUEST
- 3) ENGINEERING COURSES TRANSFERRED IN FROM OUTSIDE UNT **MUST BE WITHIN THE UNT SYSTEM** BEFORE THE OVERRIDE IS PROCESSED
- 4) FACULTY **DO NOT** HAVE OVERRIDE OR ADD/SWAP PRIVILEGES OR PERMISSIONS.
- 5) ALL PRE-REQUISITES **MUST** BE MET BY THE **FIRST DAY OF CLASS**, THE DEPARTMENT **WILL DROP YOU** BY THE 12TH CLASS DAY.

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Semester Circle One:            **Spring**        **Summer**        **Fall**

Class to be enrolled: \_\_\_\_\_ Section: \_\_\_\_\_

Lab to be enrolled: \_\_\_\_\_ Section: \_\_\_\_\_

Are you a ME student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Select One:            MEEN        MEET        CNET            MSET        MSEM

UNT email address: \_\_\_\_\_

**Reason for override:**

\_\_\_\_\_ I understand I am financially responsible for all enrolled classes and it is my responsibility to complete payment /payment arrangements before UNT payment deadlines. (Student Financial Services: <https://sfs.unt.edu/>)

\_\_\_\_\_ I understand it is my responsibility to verify my schedule for accuracy upon an approved request and agree to notify the Department at [MechanicalUndergraduate@unt.edu](mailto:MechanicalUndergraduate@unt.edu) or [MechanicalGraduate@unt.edu](mailto:MechanicalGraduate@unt.edu) if I identify errors.

\_\_\_\_\_ Sign

\_\_\_\_\_ Date

## Advisor Use only

Pre-Req Course #: \_\_\_\_\_  Pre-Req Course #: \_\_\_\_\_  Pre-Req Course #: \_\_\_\_\_

Pre-Req Course #: \_\_\_\_\_  Pre-Req Course #: \_\_\_\_\_  Pre-Req Course #: \_\_\_\_\_

## Advisor Use only

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_ **By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If No Why?:** \_\_\_\_\_

Conditional

Catalog Year

**Date Enrolled:** \_\_\_\_\_ **By:** \_\_\_\_\_