

# Department of Plant, Soil & Insect Sciences

## OVERRIDE/SPECIAL PERMISSION FORM

Instructor ' s Permission to ADD a

**PLSOILIN / PLNTSOIL / ENTOMOL** Course

### Section I: To be completed by student

Student ' s Name:

Date:

Student SPIRE Number:

Major:

Student ' s Email Address:

**Include appropriate enrollment information below.**

Semester: Fall\_\_ Spring\_\_

Year:

Course Title:

Course #

Lecture Class Number (5-digit SPIRE Code):

Lab/Discussion Class Number (5 digits):

Lab/Disc #

Student ' s Signature:

### Section II: To be completed by faculty member

Date:

Faculty / Instructor: Sign ONLY once below as appropriate.

**Over-ride ELIGIBILITY restriction only.**  
Add only if space is available in section.

**OR**

**Process over-ride regardless of course capacity.**

\_\_\_\_\_ **Faculty Signature**

\_\_\_\_\_ **Faculty Signature**

## Important Notes:

**Deadline:** University students must return this completed form to the Main Department Office, 101 Fernald Hall, **by 5:00 PM on the last day to add or drop any class with no record each semester.**

**Credit Over-loads:** Semester credit totals cannot exceed **19 credits** without Dean's approval. If the course being added here will take student above 19 credits, it will **NOT** be added.

**Time Conflicts:** If there is a time conflict with this course and another already on your schedule, this class will **NOT** be added.

**Stockbridge Students:** If you are a Stockbridge student, you must take this completed form to Elizabeth Wiernasz in Room 111 Stockbridge Hall.