

Course Change Request Form for *ENGR* & *FCEN* Courses



Name (PRINT CLEARLY)	Date	
Major	Classification	Student ID Number
Email Address	Phone Number	

Check the action you are requesting below then **EXPLAIN IN DETAIL** the reason(s) you are requesting this action. Include as many specifics as possible. Also mention any reasons your situation may have a special urgency. Approval by the Associate Dean will be made only in highly justified situations. Submit this form to the Engineering Student Services and Academic Programs office in room 204 Zachry. **First priority will be given to the reason stated. Second priority will be given to the date of submission.**

FORCES

_____ Force into a single unclustered course (ENGR)	ENGR		
	(course #)	8	(section #)
_____ Force into a complete cluster (FCEN)	FCEN		
	(cluster #)	8	(section #)
_____ *Force into part of a cluster (FCEN)	FCEN		
(identify both the cluster AND the specific course)	(cluster #)	8	(section #)
ENGR _____	8	MATH _____	8
(course #)	(section #)	(course #)	(section #)
PHYS _____	8	CHEM _____	8
(course #)	(section #)	(course #)	(section #)

DROPS

_____ *Drop from part of a cluster (FCEN)	FCEN		
(identify both the cluster AND the specific course)	(cluster #)	8	(section #)
ENGR _____	8	MATH _____	8
(course #)	(section #)	(course #)	(section #)
PHYS _____	8	CHEM _____	8
(course #)	(section #)	(course #)	(section #)

* Ordinarily, clusters will NOT be broken until the week prior to the beginning of the semester.
