

Request for Undergraduate Course Enrollment Override

Mechanical Engineering Department Policy for Course Enrollment Overrides

In order to be granted an override in an ME undergraduate course, a graduate student must provide a copy of their program to the Undergraduate Advisor, Gaile Griffore, signed by their major professor and the department chair, or a memorandum from their major professor stating that it is required for their graduate program. All graduate students wanting undergraduate courses will be put on a waiting list. After is determined that there are enough seats for undergraduate students, the graduate student will be allowed to enroll.

Graduate students without an approved program, will need to provide evidence to the Graduate Program Office that they have a) completed course(s) equivalent to the undergraduate course prerequisites, b) have not completed an equivalent course as part of a previous degree program, and c) have the permission of the course instructor to enroll. If an enrollment override is approved, the course will become a required part of the student's graduate program when the program is filed.

Name _____ PID #: _____

Your level: M.S. _____ Ph.D. _____

Course Requested: _____ Sect: _____ Semester: _____

Do you have an approved Graduate Program on file? (Check One) Yes _____ No _____

Enrollment limit (Check one): Section is Full _____ Section is not full _____

I request a course enrollment override for the above course. I certify that I have the prerequisite material for this course and have not previously completed another course with substantially the same course content.

Student Signature: _____ Date: _____

Approvals: Instructor: _____ Date: _____

 Advisor: _____ Date: _____

 Assoc. Chair, ME Grad Prog. _____ Date: _____

Procedure to Obtain an Graduate Course Enrollment Override:

- 1) *If the course is on your current, approved, Graduate Course Program ...*
 - a) Download a Graduate Course Override Request form from the Graduate Program Web Page
<https://me.msu.edu/graduate/forms-and-policies>
 - b) Download your current, approved, Graduate Program from the Graduate Tracking System for Masters students (GTS2) and GradPlan for PhD Students
<https://www.egr.msu.edu/apps/gts2>
<https://gradplan.msu.edu/>
 - c) Obtain the instructor's signature on the Override Request form indicating approval of the request.
 - d) Obtain your advisor's signature on the Override Request Form indicating approval of the request.
 - e) Submit the form to the Graduate Program Office. The Graduate Program Office will review the form and your program, approve an appropriate request and send it to the Undergraduate Program Office.
- 2) *If the course is not on your current, approved, Graduate Course Program, use GTS2 or GradPlan to process a Graduate Program Change then follow item 1 above.*
- 3) *If you do not have an approved, Graduate Course Program, and you are either an M.S. student in your first program semester or a Ph.D. student in your first 12 months of the program, follow the steps below.*
 - a) Download a Graduate Course Override Request form from the Graduate Program Web Pages
<https://me.msu.edu/graduate/forms-and-policies>
 - b) Identify the prerequisites for the requested undergraduate course from the Michigan State University Descriptions of Courses web page
<http://www.reg.msu.edu/Courses/Search.asp>

then write a short statement that provides evidence that you

- i) have the equivalent of all the prerequisite courses for the requested course,
- ii) have not completed an equivalent course during any previous degree program and
- iii) will include the course as a required part of your Graduate Program when submitted.

This evidence will typically consist of a transcript and course descriptions for the prerequisite courses. The statement does not have to be long, but should be complete and signed by you.

- c) Present the Override Request form and statement to the course instructor for signature on the indicating approval of the request.
- d) Obtain your advisor's signature on the Override Request Form indicating approval of the request. Students who have not identified a research advisor may submit their form and statement to the Graduate Program Office directly.
- e) Submit the form to the Graduate Program Office. The Graduate Program Office will review the form and your statement, approve an appropriate request and send it to the Undergraduate Program Office.