



TEXAS TECH UNIVERSITY

Department of Mechanical Engineering™

Seminar Exception Request Form

Procedures:

- Request an appointment when submitting this form to Gwen Clymo at Gwen.Clymo@ttu.edu or in ME Office 104.
- After review of the request, the student will be notified about the Graduate Director decision.
- Note: Form must be completed and submitted before the 10th class day of the semester. Without approval you will not be excused from seminars.

Student Information

Last Name:

First Name:

Middle Name:

R - Number:

Program:

Start Date:

Support:

Reason for Exception Request

Off Campus

Other (Please provide reason below)

Location:

Are there seminars available?

Yes

No

Number of seminars available:

Student Signature:

Date:

OFFICE USE ONLY

Approved

Denied

Comments:

Graduate Director Signature: _____

Date: _____