

## PREREQUISITE OVERRIDE OR COURSE SUBSTITUTION FORM

Complete this form and return it to the Registrar's Office to request a prerequisite override or a course substitution for a prerequisite. A prerequisite is a course that students must take before enrolling in a more advanced course. One form must be submitted for each override or substitution. Instructors will evaluate whether they approve your override request. It is the student's responsibility to make sure they have the foundation knowledge to successfully complete the class. It takes three working days to process the form. **After the form is processed, students are responsible to register online for the class.** Students may be restricted to 13 maximum credits during the fall or spring semester when requesting a prerequisite override. Summer registration will be restricted to one class. Prerequisite override is not allowed in the winter session.

**PLEASE PRINT CLEARLY**

Student name: \_\_\_\_\_ ID Number \_\_\_\_\_

**Check the exception for which you are applying:**

Prerequisite override  Course substitution

Which semester do you want to take the course? Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**What course do you want to take? Include course and SECTION number.**

Course ID	Course title	Section	Credits

Will you be taking the class during the same semester? Course you completed or will complete that you want designated as a substitute or that you believe you should be exempt (waived) from taking.

Course ID	Course Title	Section	Credits	Semester taken	Year taken	Grade received

Advisor Approval (Print name and signed by advisor): \_\_\_\_\_

Department Chair or Course Instructor's Name (Printed): \_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students will be limited to 13 credits in the spring and fall semesters when requesting a prerequisite override.**

**FOR REGISTRAR'S USE ONLY:**

Request received by (initials) \_\_\_\_\_ Date \_\_\_\_\_

Request processed by (initials) \_\_\_\_\_ Date \_\_\_\_\_