

PREREQUISITE OVERRIDE FORM

Complete this form and return it to the Registrar's Office to request a prerequisite override. A prerequisite is a course that students must take before enrolling in a more advanced course. One form must be submitted for each request. 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 this form. **After the form is approved and processed, students are responsible to register online for the class.** Students are restricted to 13 maximum credits (or less) 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. Forms must be submitted during the pre-registration process. No pre-requisite override forms are accepted once the semester begins.

PLEASE PRINT CLEARLY

Full Name: _____ Student ID Number: _____

Which semester do you want to take the course in? **Semester:** _____ **Year:** _____

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

Course ID and Course Number	Section #	Course Title	Credits

What is the name of the pre-requisite course for which you want an override?

Course ID	Section #	Course Title	Credits

Advisor Approval (Printed name and signature): _____

Course Instructor's Name (Printed name and signature): _____

Department Chair (Printed name): _____

Department Chair's Signature: _____

Student's Signature: _____

Date: _____

FOR REGISTRAR'S USE ONLY:

Request received by (initials) _____ Date _____

Request processed by (initials) _____ Date _____

Credits reduced in upcoming semester? _____