PREREQUISITE OVERRIDE REQUEST

To request to waive prerequisite and/or to request consideration of course(s) not yet listed in Banner. Once all approvals are received permission will be set for the student to register.

Date of request ________________________ For Semester/Yr: ________________________

Name: ___________________________________________ Banner ID: @________

Degree/Major: ___________________________ Minor: ___________________________ Catalog: ___________________________

Daytime phone: (____) __________ Email: ___________________________

Student Request

Requested Course: ___________________________ Prerequisite(s) Missing: ___________________________

CALL # DISC CRSE SEC

Students must attach a letter with justification or indicate their reasons for the request below.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

NOTE: Students must attach a copy of an updated degree plan signed by an advisor.

All students seeking enrollment in COB courses must start with the COB advising center and students seeking enrollment in COE courses must start with the COE advising center regardless of their major.

Advisor Signature: ___________________________

☐ Approved  ☐ Disapproved  ☐ Approved with conditions:

Signature: ___________________________ Faculty/Instructor ___________________________ Date ____________

☐ Approved  ☐ Disapproved  ☐ Approved with conditions:

Signature: ___________________________ Department Chair ___________________________ Date ____________

For COB and COE the Associate Dean must also review and approve.

☐ Approved  ☐ Disapproved  ☐ Approved with conditions:

Signature: ___________________________ Associate Dean ___________________________ Date ____________

For all courses, except COB and COE, please return the form to MS 2.02.18Y at the Main Campus or BV 1.304 at the Downtown Campus for processing. For COB and COE courses return the approved form to the respective advising center.

For Front Desk use only: Received date ________________________ time ________________________

Revised 10/18/11