

# Course Override Form

**Note: Consult with your instructor BEFORE filling out this form; some overrides can be performed online for faster service.**

## STUDENT INFORMATION

Last Name	First Name	Middle Initial	ID Number
Email Address		Phone Number	Date

## COURSE INFORMATION

Term	CRN	Subject	Course Number	Section	Course Title
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Reason for Override:

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### OVERRIDES AUTHORIZED BY INSTRUCTOR, DEPARTMENT CHAIR, OR DEAN

*Some overrides can be performed more quickly online; please check online before proceeding.*

Check all applicable categories:

- Override Class Capacity
- Override Class Standing
- Override Repeat Limit
- Override Special Approval
- Override Time Conflict

#### Instructor, Department Chair, or Dean Approval

Name:
Signature:
Date:

### OVERRIDES AUTHORIZED BY DEAN OR DEPARTMENT CHAIR ONLY

Check all applicable categories:

- Override Level Restriction
- Override Prerequisite
- Override Major Restrictions

#### Dean or Department Chair Approval

Name:
Signature:
Date:

## STUDENT SIGNATURE

## DATE

### Override Type

Class Capacity

Level Restriction

Time Conflict

Special Approval

Prerequisite/Corequisite/Test Score

Repeat Limit/Hours

Major Restrictions

Class Standing

### Explanation

Allows enrollment in a course that reached the maximum enrollment cap.

Allows enrollment of an undergraduate student in a graduate course, or vice versa.

Allows enrollment of two courses scheduled at a conflicting time. ***Two instructor signatures are required***

Allows enrollment of a course that requires Instructor/Department Chair/Dean approval.

Allows enrollment although the student fails to meet the prerequisite stated in their Bulletin.

Allows a student to repeat a course in which a repeat limit has been imposed.

Allows enrollment of a course restricted to specific majors, minors, and/or departments.

Allows enrollment of a course outside of the student's current standing (i.e. freshman, sophomore, etc.).