

# COURSE OVERRIDE FORM

Return to Records & Registration, 117 Graff Main Hall

NAME \_\_\_\_\_

TERM/YEAR \_\_\_\_\_ / \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ COURSE \_\_\_\_\_  
DEPT COURSE# SECTION TITLE

**THE FOLLOWING SITUATIONS REQUIRE THE COURSE INSTRUCTOR'S SIGNATURE AND THE SIGNATURE OR STAMP OF THE DEPARTMENT (PLEASE CHECK ALL APPROPRIATE OVERRIDES)**

- ENROLL STUDENT FOR AUDIT ONLY
- ENROLL STUDENT IN A CLOSED CLASS (permission expires at 4:30 pm on \_\_\_\_\_)  
Date
- ENROLL STUDENT IN A COURSE THAT REQUIRES INSTRUCTOR'S CONSENT
- PREREQUISITE COURSE(S) NOT YET COMPLETED \_\_\_\_\_  
(DOES NOT PROVIDE FOR ADMISSION INTO A CLOSED CLASS) LIST COURSE(S)

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ DEPARTMENT APPROVAL OR STAMP \_\_\_\_\_ DATE \_\_\_\_\_

**THE FOLLOWING SITUATIONS REQUIRE THE SIGNATURE OF THE DEAN**

- ENROLL STUDENT IN A COURSE RESTRICTED TO A SPECIFIC MAJOR/COLLEGE  
(MUST BE SIGNED BY DEAN OF THE COLLEGE OFFERING THE COURSE)
- OVERRIDE CLASS STANDING/GPA PREREQUISITE (SOPHOMORE, JUNIOR, OR SENIOR STANDING REQUIRED-  
INCLUDES "SLASH" COURSES)
- CREDIT OVERLOAD APPROVAL (OVER 18 FOR UNDERGRADS, 15 FOR GRADS; SUMMER SESSION: 8 FOR UNDERGRADS, 9 FOR  
GRADS; OVER 1 CR/WK MAY/J TERM)

MAXIMUM CREDITS ALLOWED \_\_\_\_\_ DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## TIME CONFLICT

**A TIME CONFLICT REQUIRES THE SIGNATURES OF BOTH INSTRUCTORS AND THE STUDENT'S DEAN (AFTER A RESOLUTION HAS BEEN AGREED UPON)**

COURSE #1 \_\_\_\_\_  
DEPT COURSE# SECTION CREDITS

COURSE #2 \_\_\_\_\_  
DEPT COURSE# SECTION CREDITS

COURSE TITLE \_\_\_\_\_

COURSE TITLE \_\_\_\_\_

INDICATE TIME CONFLICT RESOLUTION PLAN BELOW: (MUST BE COMPLETED PRIOR TO OBTAINING INSTRUCTORS' SIGNATURES)

\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_