Course Prerequisite Override Request

This form is a request for a course prerequisite override and is not guaranteed approval. If the request is unable to be processed for any reason, the student and the instructor will be notified via Kent State email. If approved, the override will be placed on the system within 48 hours of the request.

It is the student’s responsibility to register for the class. If there are difficulties registering for the class, the student should visit the Office of Student Services, 132 Main Hall, or call 330-244-3251.

PLEASE PRINT:

Date: ___________________________ Term for request: □ Fall □ Spring □ Summer Year: ________________

Student Name: ___________________________ Kent State ID Number: ___________________________

Contact Phone: ___________________________ Kent State Email: ___________________________

COURSE #1 REQUEST

Instructor’s Name: ___________________________ Instructor’s Email: ___________________________

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<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE</th>
<th>INSTRUCTOR’S SIGNATURE</th>
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Reason for Approval (indicate all that apply):

□ Missing Course Prerequisite □ Class Standing □ Special Permission

□ Not in Required Major □ Course Capacity Overload

Additional information related to this request: ______________________________________________________

COURSE #2 REQUEST

Instructor’s Name: ___________________________ Instructor’s Email: ___________________________

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Reason for Approval (indicate all that apply):

□ Missing Course Prerequisite □ Class Standing □ Time Conflict

□ Not in Required Major □ Course Capacity Overload □ Special Permission

Additional information related to this request: ______________________________________________________

STUDENT INFORMATION

How to register for these courses:

• Log into FlashLine
• Go to Student Tools & Courses
• Click on Add or Drop Classes
• Click “I Acknowledge”
• Select Term
• Under Add Classes Worksheet, type in the CRN
• Click Submit Changes
• Verify the changes by clicking on Printable Schedule

OFFICE USE ONLY - PLEASE PRINT

COURSE # 1

□ Processed □ Did not process
Reason: __________________________________________
Date: ___________________________ Processed by: ___________________________

COURSE #2

□ Processed □ Did not process
Reason: __________________________________________
Date: ___________________________ Processed by: ___________________________