

**Request for Permission to Override Prerequisites
Mike Cottrell School of Business**

Name: _____ ID# _____

Semester (for course needing override): _____

CRN(s)	Course (e.g., ACCT 2101)	Required Prerequisites and Grade Earned	For Office Use Only	
			Reason for Override of Prerequisite	Approval

Approval requires a signature from the Associate Dean (or designee).

This form is FOR PREREQUISITE OVERRIDES–NOT FOR CAPACITY OVERRIDES.

Instructions:

Step 1: The student completes the information in the first three columns of the table.

Step 2: The student takes the form to the Associate Dean (or designee).

Step 3: The Associate Dean (or designee) confirms that the student has listed all prerequisites, entered the grades earned, and listens to the reason that the student believes that an override is appropriate (e.g., completion of a higher level class than listed as a prerequisite). If the reason is acceptable, the Associate Dean (or designee) records the reason and signs to approve the override.

Step 4: For Dahlonaga sections, the student takes the form to the School of Business office for processing; for Gainesville sections, the student takes the form to the Gainesville Coordinator’s office for processing. The office processing the registration will keep the form.

NOTE: In the few cases where the override cannot be processed in the school, the student must leave a copy of the form showing the approval with the Associate Dean (or designee) prior to having the registration processed elsewhere.

A list of course prerequisites is on the reverse side of this form.