

COURSE PREREQUISITE OVERRIDE REQUEST

For students seeking enrollment into a course offered by SCAI without meeting the listed prerequisites and/or requirements for enrollment.

INSTRUCTIONS: Please follow the below steps for submitting your prerequisite override request.

1. Complete *Student Information* and *Course Information* sections and sign
2. Attach any documents to support your justification (Transcripts, Transfer Course Syllabi, etc.)
 - If you are a non-degree seeking student, include the name of the advisor you are working with and attach a copy of their email advising you which courses to take.
3. Submit the Override Request form and supporting documentation to the course Instructor and request their approval to enroll
4. If the Instructor grants approval, submit Override Request form, supporting documentation, and Instructor approval
 - <https://fultonapps.asu.edu/override/>
5. Wait For Final School Review of Your Override Request
 - You will be notified via email if your override request is Approved, Denied, or Needs More Information
 - Override requests are reviewed in the order in which they are received.
 - Review can take several weeks to complete
 - Requests from non-SCAI majors will be reviewed 1 week prior to the start of the course

* Instructor approval does not guarantee a prerequisite override request will receive final approval.

* Prerequisite overrides will not be approved for current SCAI undergraduate major students.

* Overrides will not be approved for reserved seats or for courses that are full.

STUDENT INFORMATION:

ASU ID #	Last Name, First Name	ASU E-mail Address
Major	Academic Level (Undergrad, Masters, PhD, Etc)	Planned Sem/Yr of Graduation

COURSE INFORMATION:

Semester/Yr of Enrollment	Course Prefix and Number (ex. CSE 412)	Class No. (ex. 13666)
Provide justification for your enrollment without first having met the prerequisites and/or enrollment requirements:		

Student Signature	Date
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INSTRUCTOR APPROVAL: Instructor signature or attached email approval **IS REQUIRED**

Instructor Name (please print)	Instructor Signature	Date
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