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, 134 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: ___________________________

<table>
<thead>
<tr>
<th>CRN #</th>
<th>SUBJECT</th>
<th>COURSE #</th>
<th>INSTRUCTOR’S SIGNATURE</th>
</tr>
</thead>
</table>

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: ___________________________

<table>
<thead>
<tr>
<th>CRN #</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:

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: ___________________________