

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: _____

CRN #	SUBJECT	COURSE #	INSTRUCTOR'S SIGNATURE

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: _____

CRN #	SUBJECT	COURSE #	INSTRUCTOR'S SIGNATURE

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: _____