

An Override Request for a Failed or an Incomplete Prerequisite

(The deadline for submitting this request by a student is the first day of classes on every semester)

Section A: (Completed by the student)		
Student Name:	Student ID Number:	
Major :	Minor:	
Email:	Mobile Number:	
Semester: Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	Year:	
Course Title:	Course Number:	Course Code (CRN):

Section B: (Completed by CENG-Academic Advising Office)	
Program Total Credit Hours	
Accumulated Earned Hours	
Student Academic Standing and CGPA	
Admission Term/Year	
Reason of Prerequisite Override: ----- ----- ----- ----- ----- ----- ----- ----- ----- -----	
Advisor's Recommendation:	Proceed with application <input type="checkbox"/> Not to proceed with application <input type="checkbox"/>
Signature: -----	Date: -----

Items of the student record that should be provided by the Academic Advisor and attached to this form, are:

(1) Detailed Requirements (2) Additional Information (3) Student Transcript

Section C: (Completed by the Department Head)	
Remarks by Head of Department : ----- ----- ----- ----- ----- ----- ----- ----- -----	
Department Head Decision:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
Signature: -----	Date: -----

Section D: (Completed by the Associate Dean for Academic Affairs)	
Associate Dean for Academic Affairs' Recommendation (If necessary): ----- ----- ----- -----	
Signature: -----	Date: -----

An Override of a Failed or Incomplete Prerequisite Process:

Please read the following terms carefully:

This application is used only if the student applies to override a failed or an incomplete pre-requisite.

- **Section A:** The student completes this section and submits the application to the College of Engineering-Academic Advising Office(CENG-AAO).
 - **Section B:** The CENG-AAO completes this section and if the office recommends to proceed with the application, then it is directly (not carried by the student) sent to the student's Department Head (HOD).
 - **Section C:** The Department Head studies the application, consults with his faculty members, and takes an appropriate decision. In addition, the detailed grading of the failed/incomplete course and the course's instructor input are useful to the head of department in making the decision of the override. If necessary, the HOD forwards the application to the Associate Dean for Academic Affairs (ADAA).
 - **Section D:** The ADAA adds a recommendation statement if necessary and signs the application.
- A completed copy (after being processed) of this form should be sent to the Academic Advising Office and to the Registration.