**An Override Request for Failed Prerequisite**

002 Form

(Deadline: 2nd Day of Add and Drop Week)

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| **Section A: Completed by the Student** | | | |
| **Student Name**: | **Student ID**: | | |
| **Major**: | **Minor**: | | |
| **Email**: | **Mobile Number**: | | |
| **Course to Register:** | | | |
| **Course title**: | **Course Number**: | **Course Code (CRN)**: | |
| **Credit Hour**: Select From List |  |  | |
| **Lecture Contact Hour**: Select From List | **Lab Contact Hour**: Select From List | | |
| **Course Designation**:Select From List |  | | |
| **Course Package**: Select From List |  | | |
| **Owner of the Course (Department)**: | | | |
| **Semester**: Select the Semester | | | |
| **Prerequisite:** | | | |
| **Course title**: | **Course Number**: | | |
| **Credit Hour**: Select From List |  | | |
| **Lecture Contact Hour**: Select From List | **Lab Contact Hour**: Select From List | | |
| **Course Designation**:Select From List |  | | |
| **Course Package**: Select From List |  | | |
| **Grade Symbol**: Select From List | **Total Grade**: | | **Absence %**: |
| **Detailed Grades**: | | | |
| Quizzes: | Homework: | | Project: |
| Case Studies: | Midterm exam: | | Final Exam: |
| Other Assessment (specify): | | | |
| **Student Signature**: | | | **Date**: |

Attachment(s): The student should attach: A detailed grades for the failed course (Blackboard)

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| **Section B: (Completed by CENG – Academic Advising Office)** | | |
| **Program Total Credit Hours**: | **Accumulated Earned Hours**: | |
| **Student Academic Standing**: | **CGPA**: | |
| **Admission Term/Year**: | **Expected Semester of Graduation:** | |
| **Reason(s) of Prerequisite override**: | | |
| 1-  2-  3-  4- | | |
| **Advisor’s Recommendation**: The request is competed and all requested documents are submitted  **Yes**  **No** | | |
| **Advisor’s Name**: | | |
| **Signature**: | | **Date**: |

Attachments:

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

(1) Detailed requirements (Degree Evaluation) (2) Additional Information

(3) Student Transcript (4) Student’s Study plan for both cases (acceptance & rejection) (5) Syllabi of the course to register and the failed course

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| **Section C: (Completed by the Instructor of Failed Course)** | |
| **A brief description of what the prerequisite course entails, including the main topics covered or skills acquired:** | |
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| **Provide a statement about if the student’s experience is sufficient to register the course despite failed the prerequisite:** | |
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| **Instructor’s Name**: | |
| **Signature**: | **Date**: |

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| **Section D: (Completed by the Instructor of the Course to Register)** | |
| **Does the student have the required knowledge to proceed and register the course?**  **Yes**  **No** | |
| **Comments (if any):** | |
| **Instructor’s Name**: | |
| **Signature**: | **Date**: |

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| **Section E: (Completed by the Program Curriculum Committee)** | |
| **List the criteria used to review and evaluate the Override Request for Failed Prerequisite** | |
| 1-  2-  3-  4- | |
| **Remarks by the Curriculum Committee:** | |
|  | |
| **Committee’s Decision**:  **Approve**  **Reject** | |
| **Name of the Chair of the Curriculum Committee**: | |
| **Signature**: | **Date**: |

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| **Section F: (Completed by Head of Department)** | |
| **Remarks by Head of Department (if any):** | |
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| **Department Head Decision**:  **Approve**  **Reject** | |
| **Name**: | |
| **Signature**: | **Date**: |

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| **Section G: (Completed by Associate Dean for Academic Affairs – CENG)** | |
| **Decision**:  **Approve**  **Reject** | |
| **Name**: | |
| **Signature**: | **Date**: |

Note: The approved requests should be submitted to the Office of Assistant Dean for Students Affairs for implementation