



OVERRIDE REQUEST Not a Waiver (ONE TIME)

PLEASE PRINT CLEARLY

Complete one form for each class. Directions:

- 1) Read Guidelines on reverse side.
- 2) Complete top portion of form.
- 3) Obtain required signature(s).
- 4) Submit completed and signed form to
Registration office. registration@btc.edu

<input type="checkbox"/> <i>I have read and understand the Guidelines on the reverse side of this form.</i>							
Student ID # (SID)			Student Name		Date		
Quarter/Year	Class Item #	Course ID/Title	Instructor Name	Start Date	End Date		
Reason for One-Time Override Request <i>(required for Prerequisite Override and Exceed 26 Credits Requests)</i>							
TYPE OF ONE-TIME OVERRIDE REQUESTED—CHECK ALL THAT APPLY:							
<input type="checkbox"/> Prerequisite Approval <i>(requires Advisor signature)</i> Bring your unofficial transcript to an Advisor in the Admissions Office. Then submit your official transcript as soon as possible.			Advisor Printed Name / Signature		Date		
			_____ / _____			_____	_____
			Instructor Printed Name / Signature			Date	
			_____ / _____			_____	_____
<input type="checkbox"/> General Education Prerequisite Override <i>(requires signature from Tenured faculty)</i>			Dean Printed Name / Signature		Date		
			_____ / _____			_____	_____
<input type="checkbox"/> Prerequisite Override <i>(requires signature from Instructor of class requiring override)</i>							
<input type="checkbox"/> Exceed 26 credits <i>(requires Dean signature)</i>							

Guidelines:

- The intent of this form is to provide permission for entrance into the class listed on this form. It does not mean the class is not required, and it does not waive any program requirements nor award any transfer credit.
- This override form is valid only for the Quarter/Year and specific class listed and must be received in the Registration office for processing within two (2) business days of the date this form is signed.
- Approval of this override is a one-time exception.
- If you completed course prerequisites at another college, bring your unofficial transcript to an Advisor in the Admissions office. Then submit your official transcript as soon as possible, before you register for the next quarter.
- You are responsible for completing all graduation requirements. If you have questions about program requirements, contact your Program Advisor.

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