



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

☐ I have read and understand the Guidelines on the reverse side of this form.

ctcLink ID #			Student Name		Date
Quarter/Year	Class #	Class Title (i.e. ENGL& 101)	Instructor Name	Start Date	End Date

Reason for One-Time Override Request *(required for Prerequisite Override and Exceed 26 Credits Requests)*

TYPE OF ONE-TIME OVERRIDE REQUESTED—CHECK ALL THAT APPLY:

<input type="checkbox"/> Prerequisite Approval <i>(requires Navigator signature)</i> Bring your unofficial transcript to a College Navigator. You must submit your official transcript as soon as possible.	Navigator Printed Name / Signature	Date
<input type="checkbox"/> Milestone Met <i>(requires Navigator signature)</i>	Instructor Printed Name / Signature	Date
<input type="checkbox"/> Test Scores Met <i>(requires Navigator signature)</i>	Dean Printed Name / Signature	Date
<input type="checkbox"/> Flexible Modality Time Conflict Override <i>(requires two tenured faculty signatures, one from each area)</i>	Tenured Faculty Printed Name / Signature	Date
<input type="checkbox"/> General Education Prerequisite Override <i>(requires signature from Tenured faculty)</i>	Tenured Faculty Printed Name / Signature	Date
<input type="checkbox"/> Prerequisite Override <i>(requires signature from Instructor of class requiring override)</i>	Tenured Faculty Printed Name / Signature	Date
<input type="checkbox"/> Exceed 26 credits <i>(requires Dean signature)</i>		
<input type="checkbox"/> Enrollment Requirement Error <i>(requires Navigator signature)</i>		
Comments:		

Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call 360-752-8354.

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 a Navigator in the Advising 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 Faculty Advisor.