**An Override Request for Failed Prerequisite**

002 Form

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

|  |
| --- |
| **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)

|  |
| --- |
| **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

|  |
| --- |
| **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:** |
|  |
| **Provide a statement about if the student’s experience is sufficient to register the course despite failed the prerequisite:** |
|  |
| **Instructor’s Name**:  |
| **Signature**:  | **Date**:  |

|  |
| --- |
| **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**:  |

|  |
| --- |
| **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**:  |

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

|  |
| --- |
| **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