

PREREQUISITE OVERRIDE REQUEST

Instructions: Meet with your completion coach and use this form to request permission to register for a course which has a prerequisite that you feel you satisfy. Approved requests are good for a single class during the selected quarter only. Please fill out this form completely.

Please note you may be required to provide appropriate documentation or verification of your previous academic performance to justify the request for prerequisite override.

TO BE COMPLETED BY THE STUDENT:

Quarter: Summer Fall Winter Spring **Year:** _____

Name: _____ **Student I.D.:** _____

Student Email: _____ **Course Title:** _____

Reason for Enrolling: _____ **Course #:** _____ **Section:** _____

Option A: Prereq verified by unofficial transcript (no instructor and/or dean approval needed).

Completion Coach Name (Printed) Signature Date

Option B: Prereq not verified by unofficial transcript, write a brief statement supporting your request (needs instructor and/or dean department signatures).

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE INSTRUCTOR AND/OR DEPARTMENT LEAD/DIVISION DEAN:

Please check the appropriate box, provide comments as appropriate and sign below.

Instructor Name (Printed) Signature Date

Prerequisite Override **Approved** **Denied**

Department Lead or Division Dean (Printed) Signature Date

Return this form to the division indicated below

- Arts, Humanities and Communication:**
P Building, Room P100, 509-542-5531,
artshumanitiescommunication@columbiabasin.edu
- Business:** B Building, Room B119,
509-542-4405, business@columbiabasin.edu
- Career & Technical Education:** CTE Building, Room 101,
509-542-4804, careertechnicaleducation@columbiabasin.edu
- Computer Science:** T Building, Room T551,
509-544-2262, computerscience@columbiabasin.edu

- Education:** X Building, Lobby, 509-542-5608,
education@columbiabasin.edu
- Health Sciences:** 891 Northgate Dr, Richland Campus,
HSC Building, HSC 209, 509-544-8306,
healthsciences@columbiabasin.edu
- Math, Science and Engineering:** T Building, Room T202,
509-542-4783, mathscienceengineering@columbiabasin.edu
- Social and Behavioral Sciences:** SWL Building, Room SWL 201,
509-544-4914, socialscience@columbiabasin.edu

For office use only:

Student permitted to register on: _____ Permission Expires: _____ Staff initials: _____

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