

# DRAFT POLICY 2/25/08

## Academic Advisor Authority to Override a Course Restriction

Professional academic advisors have the authority, under certain conditions and limitations, to override a prerequisite, special approval, or other restrictions on a course for a student *enrolled in their College or area they typically advise*. Professional academic advisors can override a course restriction for a student in these circumstances:

- (1) Prerequisite Override: When a transfer or transient student provides evidence of completion or current enrollment in a prerequisite or equivalent course. Or, when the advisor has permission *from a department chairperson or program director* to enter a student in a course and its prerequisite concurrently.
- (2) Special Approval Override: When the advisor has permission *from a department chairperson or program director* to enter a student into a course requiring approval at the departmental level.
- (3) Class (rank), Program (major), Level (undergraduate, graduate, doctoral) or College Override: When the advisor has permission *from a department chairperson or program director* to enter a student into a course who does not meet one or more of the requirements established for the course.
- (4) Capacity (class size) Override: When the advisor has permission *from a department chairperson or program director* to enter a student into a course that is closed because the class size limit has been reached.

An explanation for the use of the course restriction override should be clearly documented for each student on the advisor note screen.

Policy Title: Academic Advisor Authority to Override a Course Restriction

Date Approved:

Date(s) Revised:

Approved By:

## Explanation of Advisor Override Policy

Policy proposed: Academic Advisor Authority to Override a Course Restriction

Submitted by: Cheryl Bosley, Coordinator of Academic Advising

Date: 2/25/08

### Rationale for Policy:

Currently, the professional academic advisors advise students into courses with restrictions under certain circumstances. For example:

Transfer or transient students who are being advised before a final course grade for a prerequisite course taken at another institution has been posted to their official YSU transcript. The official transcript may be in route to YSU or the student may be currently enrolled in a pre-requisite course at another institution at the time of advising. When the advisor has evidence that the student has had the prerequisite course, either through viewing a copy of the student's official or unofficial transcript or current schedule, a student is given permission to register for the course. If there is any question about whether a transfer or transient course is equivalent to a required prerequisite, the student is referred to the department in which the course is offered.

In consultation with a department chairperson or program director, a student requesting to take a course concurrently with its prerequisite course may be advised to either take the prerequisite first or advised that they may take both courses currently. The current registration system does not prevent a student from taking a course without its prerequisite. In Banner, the student would need an override for the prerequisite restriction on the course if permission is granted to take the courses concurrently.

With a department chairperson or program director's approval, students requesting to enter a course that requires a permit. Currently, students are either referred to a specific department to obtain permission to enter a course requiring a permit or, in some cases, with the approval of the department chairperson, a permit is entered by the advisor allowing the student to register for a course requiring special permission.

When the current advising/registration system converts to Banner, students in the above situations will be blocked from registering for the restricted course. In order to maintain the current practice of advising transfer students into courses requiring a prerequisite or entering students into courses requiring special permission, when they have the approval of the chairperson or program director, the academic advisors will need the authority to override a course restriction.

### Potential Issue related to Implementation:

If implemented, the professional academic advisors will also have the ability to override a restriction on any course for any student. In addition, advisors would also have the ability to override a course restriction based on class capacity. Advisors currently advise students only within their own areas and do not enter students into closed class sections. There is no reason to believe that this practice would change with the implementation of Banner. However, a written policy should address these areas as limitations to the advisor's authority to override a course restriction.

### Resources Needed for Implementation:

All academic advisors will need training related to the utilization of the override function in the Banner system prior to Early Registration (March 4, 2008).