

DRAFT POLICY 2 - 2/29/08

Academic Advisor Authority to Override a Course Restriction

Professional academic advisors have the authority, under certain conditions and limitations, to override a prerequisite or other restriction 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:

- a. When there is clear evidence (e.g., official transcript, current course schedule, memo from a department chairperson) that a transfer or transient student has completed or is currently enrolled at another institution in the required prerequisite or an equivalent course (*equate determined by the department chairperson*).
- b. When the advisor has *permission from a department chairperson or program director* to advise a student into a course and its prerequisite concurrently.
- c. When the advisor has been *notified by a department chairperson or program director* that the prerequisite course has been waived or another course has been substituted for the prerequisite course.

(2) Special Approval Override: When the advisor has *permission from a department chairperson or program director* to advise a student into a course requiring approval at the departmental level.

(3) Class (rank), Program (major), Level (undergraduate) or College Override: When the advisor has *permission from a department chairperson or program director* to advise a student into a course although the student does not meet one or more of the requirements established for a 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 a 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: