

## 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: When there is clear evidence (e.g., high school transcript, transfer transcript, current course schedule, memo from a department chairperson) that a student has met the required prerequisite for a course. For example:
  - a. When a new or current student has high school coursework equivalent to a prerequisite for a course (e.g., MATH 1504 or one unit of high school algebra and geometry, CHEM 1501 or one unit of high school chemistry).
  - b. When a transfer or transient student has completed or is currently enrolled in the prerequisite or an equivalent course (*equate determined by the department chairperson*) and the course credit posting to the official transcript is still pending.
  - c. When the advisor has *permission from a department chairperson or program director* to advise a student into a course and its prerequisite concurrently.
  - d. 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 on the advisor note screen for every student receiving an override.*

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