Override Approval

Students must NOT be given blank forms.

Date Issued: ___________________________ Expires end of Add/Drop, or on ___________________________

**Student**

- List any courses which must be dropped due to the addition. **NOTE:** Drops must occur prior to the last day of Add/Drop.
- Ensure you meet all prerequisites, that the courses are appropriate for your major, and understand the effect of dropped classes.
- Be sure that all information has been entered. **Incomplete or altered forms will not be accepted**
- For undergraduate courses, present form to COS Academic Services (COSAS), CSB 250; for graduate courses, email this form to cosgrad@ucf.edu

Name: ___________________________________ PID: ___________________________

Email: ___________________________________

- This course is appropriate for my program of study, I meet any course prerequisites, and I understand the effect of any dropped classes on my program and standing.
- I accept responsibility for payment of my tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a $100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences.

**Student Signature:** ______________________ Date: __________________________

**Faculty**

- List only one course (and its associated lab/discussion section, if any) on each form.
- Enter the Term, Year, Class Number, and course prefix, number and section of the course to override.

**WARNING:** The class number defines the course & section, and takes precedence over all other information on the form!

- Specify what is to be overridden with your initials and **strike through** all that do not apply. Complete additional information.
- Do not list Independent Study/Research/Internship. Use the “Undergraduate Registration Agreement” form instead.

**Term:** ___________________________ **Year:** ___________________________

<table>
<thead>
<tr>
<th>Class #</th>
<th>Prefix &amp; #</th>
<th>Section</th>
<th>Title of course to be added/dropped</th>
<th>Credits</th>
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**Permission limits:** Initial what you are supporting below. **Strike through** all that do not apply. Provide documentation if required.

- ________________ Class Limit (Allows enrollment if course is closed.) Faculty must ensure room capacity is adequate.
- ________________ Prerequisites: Prerequisites overridden
- ________________ Consent: (Allows enrollment in a section which requires Instructor or Departmental consent.)
- ________________ Course level: (Allows undergraduate into a graduate course)
- ________________ Excessive hr: (Allows enrollment into a maximum of _______ hours for stated term. Only students in your major.)

**NOTE:** Discourage class hoarding by approving Excessive Hours only shortly before classes start. **NOTE:** Excess hours also requires final approval by COSAS. COSAS Signature Required: __________________________

**Department Chair (or designee):** ___________________________ ___________________________ **Date:** __________________________

**Signature** (Signature) **print** (print)

**Time Conflict**

Course One: ___________________________ Course Two: ___________________________

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**Date/Time of Class (as indicated in myUCF)**

Instructor’s Signature: ___________________________ Instructor’s Signature: ___________________________

**For Official Use only**

**Official Signature:** ___________________________ **Date:** __________________________

(R. 1/23/2020)