Approval/Override Form

z Instructions: Enter your name and Eagle number below. **This form is invalid without this information.** Enter the subject code and course number of the course requiring the override. Be sure to forward this form to the appropriate department or Dean for approval. That office will forward to academicservices@ bc.edu for processing.

Eagle Number

Name _____

Last   First   M.I.

Semester: ☐ 1ˢᵗ Semester _____
          ☐ 2ⁿᵈ Semester _____

z Override for Open Restricted Course

Overrides school, major, degree, and department permission restrictions for open courses.

Subject Code   Course Number

DROP, if applicable:

Subject Code   Course Number

Course Title _____

Instructor _____

Dept. Approval
(STAMP) _____ Date_____

z Override for Closed Course

Overrides all restrictions and size limits for closed courses. Guarantees the student a seat in the course.

Subject Code   Course Number

DROP, if applicable:

Subject Code   Course Number

Course Title _____

Instructor _____

Dept. Approval
(STAMP) _____ Date_____

z $SSURYDO IRU 7LPH &RQÁLFW Enrolls the student in courses with conflicting times

Subject Code   Course Number

Subject Code   Course Number

Dept. Approval (STAMP) _____

Dept. Approval (STAMP) _____

Dean's Approval _____

Date _____

OVERRIDES

All graduate overrides will be processed in Lyons Hall.

Force Add

Courses can be restricted to certain majors and/or schools. To override a restriction for a student who does not match the major or school, use the force add section of the override form. This override enrolls the student regardless of the school/major restrictions but will not exceed total size. A student is not guaranteed a seat if the course closes.

Oversubscription

Courses will close when the actual size equals the desired size. To override the size restriction, use the oversubscription section of the override form. This override enrolls the student regardless of the course size or status. Once the form is stamped and signed, the student is guaranteed a seat in the course and can register regardless of desired size or major/school restrictions.

Permission of Department

Departments can regulate course entry by individual approval. To grant this approval, use the permission of department section of the override form. If the department is stamping permission forms for more students than the desired size of the course, the department should contact the scheduling area in Student Services to check classroom size and to raise the desired size of the course. Any student with departmental permission will be added into the course regardless of the course size.