

Course Override Request Procedures **Brooks College of Interdisciplinary Studies**

Important Note: Unit heads or designated representatives need to be available during registration periods to handle student requests. ALL requests must come via a faculty member.

Closed Class Request Procedure

1. Students must talk to course instructor or department designated representative.
2. E-mail request is sent by the requesting faculty member or unit head to Ellen Schendel, Associate Dean of Brooks College (schendee@gvsu.edu)

Required information in e-mail request:	Things to consider
<ul style="list-style-type: none">• Student name and G number• Reason for the request• Course name, section, (specify 1 section or all sections)• Semester/Term• Must include evidence that instructor <u>and</u> unit head have approved the request	<ul style="list-style-type: none">• How many seats are left in the classroom?• Priority considerations (Freshman vs senior, priority to get in?)

3. The request does NOT guarantee that the student will get in. The student should check back with the requesting faculty member (Dean's office will follow-up regarding request)

Pre-requisite/ Co-requisite Override Procedure

1. Students must talk to course instructor, advisor or department designated representative.
2. E-mail request is sent by the requesting faculty member or unit head to Ellen Schendel, Associate Dean of Brooks College (schendee@gvsu.edu)

Required information in e-mail request:	Things to consider
<ul style="list-style-type: none">• Student name and G number• Reason for the request• Course name, section, (specify 1 section or all sections)• Semester/Term• Evidence that instructor <u>and</u> unit head have approved the request	<ul style="list-style-type: none">• Student needs strong reason to warrant an override• If pre-req seems unjustified should it be removed from the catalog? If so, follow course change procedure.• Will the override impact class pedagogy?

4. The request does NOT guarantee that the student will get in. The student should check back with the requesting faculty member (Dean's office will follow-up regarding request)

Course Permit Request Procedure

Permits may be required for Independent study courses, special topics courses, internships, etc. Units are responsible for having a system in place for determining permit requirements. Please keep the Dean's office apprised of these procedures.

1. Students must talk to course instructor, advisor or department designated representative.
2. E-mail request is sent by the requesting faculty member or unit head to Ellen Schendel, Associate Dean of Brooks College (schendee@gvsu.edu)

Required information in e-mail request:	Things to consider
<ul style="list-style-type: none">• Student name and G number• Reason for the request• Course name, section, (specify 1 section or all sections)• Semester/ Term	<ul style="list-style-type: none">• If Independent study, do you have a form that outlines the nature of the Independent Study?• Has the student met the requirements for registering for the course?

3. Permit requests will be honored according to the department or program requirements.

Major-Limited Overrides Procedure

In some cases, students are not allowed in a class if they are not yet admitted to a secondary admit program (i.e. Business, Athletic Training, Nursing, etc.)

1. Requests must go to the unit where the major is housed.
2. Any override policy for the program will be the policy Brooks College follows.
3. Faculty are encouraged to have the department in charge of the major perform the override.