

# Winthrop University

## Override Request Form

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Student ID Number

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Student name (Last, First Middle) *Please Print*

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Date

**Courses to add to student schedule:**

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Email address

*Note: Please see below for the signature requirements for each course.*

CRN <i>Ex. 19876</i>	Subject <i>Ex. WRIT</i>	Course-Section <i>Ex. 101-001</i>	Credit hours	Prereqs met?	Instructor approval <i>(signature or attach email)</i>	Dept. chair approval
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		-				
		-				
		-				
		-				
		-				
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**Reason for needing the override** *(required for all students)*

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Student Signature

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Date

\* **Please** anticipate that approvals at each level may take 48 hours. If you have not received a response after that time, please follow up by email or by going to the class to speak with the instructor.

\* **Please** attach a screenshot or printout of your degreeworks.

\* ***You may obtain approvals in person or electronically.***

\* **In person:** Bring your degreeworks printout and this form to the instructor to sign. Then deliver signed form and printouts to the Sociology Department office in Kinard 319. You will receive an answer on your request by noon on Friday.

\* **Electronically:** Fill out the form, scan and email to the instructor along with a screenshot of your degreeworks. He/she can approve via email and forward to the department chair.

\* **Faculty Contact Information:**

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