

PREREQUISITE OVERRIDE APPROVAL

Currently, several graduate programs are confirming course prerequisites automatically through the Banner SAIL system at the time of registration. As a student attempts to register through SAIL for a course with a prerequisite requirement, Banner checks **current registration** and **academic course history** for that student.

- If the student meets the prerequisite requirements, registration is permitted.
- If a student fails the prerequisite check in Banner, an error message "Prereq and Test Score Error" is returned and registration is denied.

Current Registration

For the purpose of future semester registration, Banner prerequisite checking considers an ungraded course enrollment, in a prerequisite course, for the current semester as successful completion of the course. However, should the student receive a final grade below 3.0 in the prerequisite course(s), the student may be administratively withdrawn from the course. Students must meet with their faculty adviser for further assistance with enrollment.

Banner Academic Course History

At the graduate level, Banner prerequisite checking confirms academic course history for enrollment completed at Oakland University. A prerequisite course completed at another university will not be recognized in the Banner prerequisite checking process. For a prerequisite course completed at an institution other than OU, a transcript and, in some cases, a course description may be required for faculty advisor review and approval.

A student who fails the prerequisite check in Banner, but believes the prerequisite course has been satisfied, must obtain approval for a **prerequisite override** from the chairperson of the department offering the course (Prerequisite Override Form on Graduate Study website)

A graduate student must complete this form and submit it to the department chairperson. In most cases the form is approved by the department chairperson, but in some cases, approval is required by the faculty teaching the course or a student's faculty adviser. Once the form is completed it should be brought to Graduate Study (520 ODH). Approved forms will be reviewed and a prerequisite override entered into Banner. A student is then able to register for the course in Banner SAIL.

Approval for a prerequisite override will NOT override a closed class, a time conflict or guarantee the student a seat in the course.

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Student Name Last		First	MI
Student # G	Email		Daytime Phone Number
Name of Graduate Program			Program Level <input type="checkbox"/> Master <input type="checkbox"/> Doctoral
I am requesting approval for a prerequisite override for the following semester <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SU _____ YEAR			1st Choice CRN
			2nd Choice CRN
Course Rubric	Course Number	Course Title	
Reason for Override			
Student Signature			Date
Faculty Adviser or Program Coordinator (if required)			Date
Print _____			<input type="checkbox"/> Approve
Signature _____			<input type="checkbox"/> Deny
Reason approval denied			
Department Chair or Associate Dean			Date
Signature _____			<input type="checkbox"/> Approve
<input type="checkbox"/> CSE <input type="checkbox"/> ECE <input type="checkbox"/> ISE <input type="checkbox"/> ME <input type="checkbox"/> ASSOC DEAN			<input type="checkbox"/> Deny
Reason approval denied			
Graduate Study & Lifelong Learning			Date
Signature _____			<input type="checkbox"/> Approve
Reason approval denied			<input type="checkbox"/> Deny
<input type="checkbox"/> Banner Override Processed <input type="checkbox"/> Student to Web Register <input type="checkbox"/> Graduate Study Registered Student			