

# Approval/Override Form

BOSTON COLLEGE  
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**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: <input type="checkbox"/> 1 <sup>st</sup> Semester _____													
<input type="checkbox"/> 2 <sup>nd</sup> Semester _____													

## z Override for Open Restricted Course

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

Subject Code	Course Number		Course Title	_____							
<b>DROP, if applicable:</b>											
Subject Code	Course Number		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		Course Title	_____							
<b>DROP, if applicable:</b>											
Subject Code	Course Number		Instructor	_____							
			Dept. Approval (STAMP)	_____	Date	_____					

## z \$SSURYDO IRU 7LPH & RQALP W

Enrolls the student in courses with conflicting times

Subject Code	Course Number		Subject Code	Course Number					
Dept. Approval (STAMP) _____									
Dean's Approval _____									
Date _____									

# OVERRIDES

## 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