



Policy No. IS100.22
Northwest Louisiana Technical College

Student Course Load Override

Original Adoption: June 1, 2007
 Effective Date: June 1, 2007
 Last Revision: August 20, 2014

Last Name of Student	First	Middle Initial
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Social Security Number Semester/Session	Year	Effective Date
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AUTHORIZATION

- Prerequisite Verification* _____ Instructor
 _____ Campus Administrator
- Co-requisite Verification* _____ Instructor
 _____ Campus Administrator
- Permission to take 19-21 hrs. (10-12 in summer) _____ Instructor
 _____ Campus Administrator
- Permission to take >21 hrs. (>12 in summer) _____ Instructor
 _____ Campus Administrator
- Permission for a time conflict _____ Instructor
 _____ Campus Administrator
- Other _____ Chief Academic Officer /Designee

***Note:** a previous failing grade or audit in the same course cannot be used in lieu of a passing grade in the prerequisite course.

Student schedule must be attached to this form

STUDENT ACKNOWLEDGMENT

I understand that I have been placed in this course on the stipulation that I produce valid documentation of having successfully passed the prerequisite and/or co-requisite requirements, and that my failure to present those documents to the instructor by the end of the add/drop period may result in my withdrawal from the class (es) without refund of tuition.

Signature of Student

Date

Policy Reference: Louisiana Technical College Policy No. IS100.22

Approved:



Dianne Clark
Interim Director