

## Course Override

Academic Records Office  
Schafer Hall, First Floor  
Phone: 701-224-5420 | Fax: 701-224-5643  
BSC.records@bismarckstate.edu

This request is used for adding a course prior to the last day to enroll (add).

**Instructions:**

1. Complete form
2. Secure instructor approval
3. Submit completed form to Academic Records Office

Student Name:

Student ID #:

Semester:  Fall  Spring  Summer

Year:

**Add:**

Reason:  Audit  Closed Course  Time Conflict  Requisites  Petition for Additional Course Load

Subject/Catalog Number e.g. MATH 103	Class Number e.g. 12345	Credits e.g. 3 credits	Instructor Approval (Valid for 3 days)	Date (Valid for 3 days)

**Drop:** (Instructor approval not required)

Subject/Catalog Number e.g. MATH 103	Class Number e.g. 12345	Credits e.g. 3 credits

**Signatures:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_