

**To:** Mathematics Department Faculty & Staff  
**From:** Jonathan Hodge, Chair  
**Re:** Registration override process  
**Date:** September 14, 2015

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Dear Colleagues,

As you may be aware, Banner now allows students to request course overrides (such as closed class permits, prerequisite overrides, etc.) electronically. When these requests are entered, our department receives a notification, and one of our assistant chairs processes the request.

Some requests, such as prerequisite waivers for students with pending AP or transfer credit, do not require instructor approval, and the assistant chairs simply approve these requests once the proper documentation has been provided.

For other requests, however—for example, closed class permits and prerequisite overrides that involve a true exception to a prerequisite—we seek the approval of the instructor before approving the override. When a request of this sort is made that involves one of your classes, you will receive an e-mail from [mthoverrides@gvsu.edu](mailto:mthoverrides@gvsu.edu). **Please respond to this e-mail within one business day. If you do not respond within this timeframe, it will be assumed that you do not approve the request, and the student will be notified accordingly with a message to see you for further information.**

I understand that you receive many e-mails each day, and it is sometimes difficult to respond to e-mails in a timely manner. However, I ask that you prioritize e-mails related to registration overrides and provide a quick response as soon as you possibly can. This serves our students well and prevents the need for follow-up conversations when students are denied requests due to a lack of response from the instructor.

Thanks in advance for your attention to these requests. If you have any questions, please feel free to let me know.