

Registration Override Form

Students should start the petition form by completing the powerforms in Docusign with their pertinent information and then complete the student information portion before submitting.

Students should select the appropriate checkbox for requesting the override. If a student needs a signature from their course instructor, the form will then be sent through Docusign to the student's course instructor for review. The form will then be sent to the student's Program Contact for approval based on what was written in the powerform section of the form. **For ECE only** – students should list Assistant Director of Graduate Programs, Vu Tran, as both the program contact and course instructor for prerequisite overrides. Vu will facilitate the process for ECE Department and course instructor review of the form.

Students should reference the [Program Contacts Table](#) on the Graduate School website to find their program contact. Once approved by the Program Contact the form will be sent to the Graduate School for review.

Restriction Types

- Field of Study or Program Restriction: Course is restricted to students of a certain program.
- College Restriction: Course is offered by another college at the University such as the Khoury College of Computer Sciences. Your registration will be processed pending approval from the college/instructor offering the course. For College of Business or Khoury College of Computer Sciences courses, please refer to the instructions: <http://www.coe.neu.edu/student-services/computer-science-and-business-course-registrations>
- Level Restriction: Course is an undergraduate course. Under some restricted circumstances, COE graduate students may register for undergraduate courses, however graduate credit will not be given.
- Pre-requisite and Test Score Error Restriction: Course has a pre-requisite that student has not taken at Northeastern University. If you have waived the same pre-requisite course previously, please check off the box indicating that the waiver has been filed previously with the Graduate School. In this case, the request does not need to be approved by your faculty advisor. If the Graduate School does not have a waiver on file for you, submit the override request form to the instructor of the course and to your faculty advisor.
- Signature Required: This restriction is placed on courses where the instructor's signature is required for registration such as Independent Study. Instructor's signature is required before submitting it to your Faculty Advisor.
- Student Attribute: Video Streaming or V35 course sections, these are currently only available to part-time students. Full-time students attempting to register for a video streaming course will receive a student attribute restriction error. Exceptions are made to full-time students only if the following situations are met: student is on an approved co-op or the course is only offered in V35 format during the term. If either of these conditions are met, a full-time student can submit the Override Request Form directly to the Graduate School of Engineering so that we may override the restriction and assist you with registration.

