



# Override/Exemption Request

Registration Office 3835 Green Pond Road, Bethlehem, PA 18020  
Phone: 610-861-5494 \* Fax: 610-861-5551 \* [record@northampton.edu](mailto:record@northampton.edu)

Student Name: \_\_\_\_\_

Social Security # XXX ◆ XX ◆ □ □ □ □

Student ID# \_\_\_\_\_

Semester: \_\_\_\_\_

Year: \_\_\_\_\_

Course Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Major: \_\_\_\_\_

**Program Major Override**  
\_\_\_\_\_  
Dean responsible for Course

**Permission to Repeat Course**  
*Permission required for third (or more) times repeated*  
\_\_\_\_\_  
Director of Advising

**Capacity Override** *(can not be processed for Online Learning, science lab classes and classes that meet in computer labs)*  
\_\_\_\_\_  
Faculty Member

OR \_\_\_\_\_  
Dean responsible for Section

**Maximum Credit Override**  
\_\_\_\_\_  
Advisor

OR Dean OR Registrar

**Prerequisite not Satisfied**  
\_\_\_\_\_  
Faculty Member

OR \_\_\_\_\_  
Dean responsible for Section

**Switch Sections (of same course) After Published "Add" date**  
\_\_\_\_\_  
Faculty Member

AND \_\_\_\_\_  
Dean Responsible for Course \_\_\_\_\_  
Date \_\_\_\_\_

Required signatures must be obtained and signed form must be submitted to the Records Office with a completed *Credit Registration or Add/Drop* form.

Records Office Use

Date \_\_\_\_\_

Initials \_\_\_\_\_