جامعة قطر
QATAR UNIVERSITY

شؤون الطلاب
STUDENT AFFAIRS

Frequently Asked Questions
Override Request Service

2024-2025

What is the Override Request Service?

Colleges and academic departments may place restrictions on course registration for various reasons, such as:

- Limited classroom or lab capacity
- Requirement for Head of Department (HOD) approval
- Course limited to specific colleges or majors
- Exceeding the maximum number of course repeats
- A prerequisite that has not been completed

The Override Request Service allows students to bypass a specific restriction in order to register for a course, provided all required conditions and approvals are met.

How many times can I apply for an override service?

Students may apply up to three times for each override service.

There is no limit on the number of applications for the Prerequisite Override or Repeated Course Override services..

What should I do if my override request is approved, but the desired course section is full?

If a waitlist is available, you may register on it. If not, you can submit an electronic capacity increase request for that section.

Am I automatically enrolled in a course once my override request is approved?

No. students must register for the course themselves after receiving the override approval email.

Can I apply for a course override even if I don't meet the registration requirements?

Yes, but approval will only be granted if the registration requirements are met.

How can I know the reason for a rejected request if it wasn't mentioned in the email?

Go to Override Request → Follow the override's requests → select the current semester → view the rejection reason.

What should I do if I'm approved for three courses, but one section is full and has no waitlist?

Since the system allows only three requests per semester, it's important to prioritize your courses. If you've already used all three requests, no additional requests can be submitted. If you have one or two remaining, you may apply for other courses.

Does a request for a course with both a lecture and lab count as two separate override requests?

No. It is considered a single request.

Can I submit third-attempt override requests for multiple repeated courses in one semester?

Yes, but note that only three override requests are allowed in total per semester. There is no limit on requests for other services.

Can I apply for a third-time override request for a repeated course if all course sections are on a waitlist?

No. Third-attempt override requests are not allowed if the course sections are on a waitlist.

How is the final grade calculated for a repeated course?

As per the course repeat policy effective Spring 2023, only the final grade earned in the most recent attempt is counted toward the GPA - regardless of earlier attempts or grades.

Are there additional tuition fees for registering in a course for the third time?

Yes. According to the policy effective Spring 2023, students must pay the applicable tuition fees for third-time registration, based on university policies.

If I received a "D" previously, then failed with an "F" in the repeated attempt, which grade is counted?

The most recent grade - "F" in this case - is counted toward the GPA. The student will be required to retake the course.

Why can't I find a specific course listed under courses with restrictions?

This could mean either:

- The course has no active restriction and can be registered directly
- Or, you have not yet attempted to register for the course. Some courses may have multiple restrictions, so attempting to register will trigger the restriction notice.

Do repeated course override attempts count against the limit for other services?

No. Requests for repeated course overrides do not impact your ability to apply for other override services.

Do I need to apply separately for each section of a repeated course?

No. Submit a request for one section only. If approved, the system will allow you to register for any available section of the same course, as long as there are no additional restrictions.

What is the Prerequisite Override Service?

This service allows students to request permission to register for a course without meeting the stated prerequisite. Approval from the academic advisor or academic department is required.

How do I apply for a Prerequisite Override?

- First, email your academic advisor to obtain a **PIN Code**.
- Then, log in to the system and submit a Prerequisite Override Request.

What is the process for a Prerequisite Override request?

1. The academic advisor reviews and approves the request.
2. The request is forwarded to the academic department offering the course.
3. If approved, it is sent to the student's college for final approval.
4. Once fully approved, the student receives an email notification.
5. The student may then register for an available course section.

What should I do after receiving approval for a prerequisite override?

You must log in to **Banner** and register for the course manually in an available section.

What if the approved section is full?

You should submit an electronic capacity increase request for that section.

Who is responsible for changing the decision status of an override request?

Only the Registration Section is authorized to change the decision status of an override request.

Can an academic advisor or college register the course on behalf of a student?

- Academic advisors may submit requests but cannot register the course directly.
- The student's college may register courses offered by the college only.