REQUEST FOR COURSE OVERRIDE – FALL ‘22 SEMESTER

Course overrides are reviewed by the department chair and are only approved if there are extenuating circumstances. **Course instructors do NOT have the authority to grant overrides.** Take this override form directly to the department chair for review (dept. chair list on reverse side). Once a decision has been made by the dept. chair, return this form to the Academic Advising & Support Center (AASC) in Maryland Hall 138 for final processing. Overrides cannot be processed if there is a time conflict with your existing schedule, you do not have 6th course permission from your advisor, or if there is a financial or registration hold on your account. **Fall 2022 add/drop deadline applies, 5:00 PM, Friday, September 9.** Please continue to check Student Planning for openings in courses. If your course opens, you may add/drop courses yourself until the September 9 add/drop deadline.

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| --- | --- | --- | --- |
| **Last Name:**  | **First Name:** | **ID #:** | **Class Year:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Major:** | **Minor:** | **E Mail Address:** | **Telephone #:**  |

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| **Is this a sixth course?**  |
| **I have electronic sixth course permission.**  |

**I request an override for:**

|  |  |
| --- | --- |
| **Course #:**  | **Title** |
| **Meeting Days** | **Meeting Time** |
| **If required, I have completed all pre-requisites for this course.**  **If no, please explain.**   |

**If approved, DROP from:**

|  |  |
| --- | --- |
| **Course #:**  | **Title** |
| **Meeting Days** | **Meeting Time** |

**Explain in detail why you are requesting an override.**

**REQUEST WILL NOT BE PROCESSED TO CHANGE INSTRUCTOR**

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|  |
| **Enter your name below to act as your digital signature.****Student Signature**  | **Date**   |

**Academic Advising & Support Center Recommendation:**

|  |  |
| --- | --- |
| **Date Received** |  |
| **Date Signed** |
| **Academic Advising & Support Center Administrator’s Signature** |

**Department Chair Decision: APPROVED DENIED**

|  |  |
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| **Department Chair’s Signature** | **Date** |

**Fall 2022**

**Department Chairs – College of Arts and Sciences & Sellinger School of Business**

|  **Department** | **Chair** | **Office** | **E-mail** |
| --- | --- | --- | --- |
| Accounting (AC) | John Peter (JP) Krahel  | Sellinger Hall 317 | jkrahel@loyola.edu  |
| Biology (BL) | Lisa Scheifele | Donnelly Science 374 | lzscheifele@loyola.edu  |
| Chemistry (CH) | Birgit Albrecht | Donnelly Science 328 | balbrecht@loyola.edu  |
| Classics (CL, GK, LT) | Martha Taylor | Humanities HU 321b | mtaylor@loyola.edu  |
| Communication (CM) | Sara Magee | College Center M014i | scmagee@loyola.edu  |
| Computer Science (CS) & Data Science (DS) | Megan Olsen | Donnelly Science 127f | mmolsen@loyola.edu |
| Data Science (DS) | Robert Kenyon, Director | Donnelly Science 128 | rskenyon@loyola.edu  |
| Economics (EC) | Jeremy Schwartz | Sellinger Hall 327 | jsschwartz1@loyola.edu |
| Education (ED, RE, SE) | Stacy Williams | Fernandez Center 310 | sawilliams@loyola.edu  |
| Engineering (EG) | Raenita Fenner | Donnelly Science 162 | rafenner@loyola.edu  |
| English (EN) | Kathleen Forni  | Humanities 242e | kforni@loyola.edu  |
| Finance (FI) | Frank D’Souza | email only | fpdsouza@loyola.edu  |
| Forensic Studies (FO) | David Rivers, Director  | Donnelly Science 258 | drivers@loyola.edu  |
| Global Studies (GT) | Carsten Vala, *Interim* | Humanities 250k | cvala@loyola.edu |
| History (HS) | Willeke Sandler | See Nadine Fenchak in Humanities 322Anfenchak@loyola.edu |  |
| Honors Program (HN) | Joseph Walsh *or* Gayla McGlamery | Humanities 333 (Walsh)Humanities 242n (McGlamery) | jwalsh@loyola.edu gmcglamery@loyola.edu  |
| Information Systems, Law & Operations(IS, LW & OM) | Paul Tallon | Sellinger Hall 325 | pptallon@loyola.edu  |
| Management & International Business (MG & IB) | Irem Demirkan | Sellinger Hall 418b | idemirkan@loyola.edu  |
| Marketing (MK) | Qiyu (Jason) Zhang  | See Debra Mitchell Sellinger 418 or  dmitchell4@loyola.edu  |  |
| Mathematics & Statistics (MA & ST) | Ethan Duckworth | Knott Hall 301g | educkworth@loyola.edu |
| Military Science (MS) | Timothy Mitroka |  | tmitroka@loyola.edu  |
| Modern Languages (AB, CI, FR, GR, IT, ML, SN) | Margarita Jácome (Associate Chair) | Maryland Hall 351g | mjacome@loyola.edu  |
| Philosophy (PL) | Jeffrey Witt | Humanities 050m | jcwitt@loyola.edu  |
| Physics (PH) | Joseph Ganem | Knott Hall 212c | jganem@loyola.edu  |
| Political Science (PS) | Carsten Vala | Humanities 250k | cvala@loyola.edu  |
| Psychology (PY) | Rachel Grover(Undergraduate Director) | Fernandez Center 203 | rlgrover@loyola.edu  |
| Sociology (SC) | Joshua Hendrick  | Beatty Hall 256 | jdhendrick@loyola.edu  |
| Speech-Language-Hearing Sciences (SP) | Janet Preis | Fernandez Center 319 | jpreis1@loyola.edu  |
| Theology (TH) | Rebekah Eklund | Humanities 042j | raeklund@loyola.edu  |
| Visual & Performing Arts (AH, DR, MU, PT, SA) – *formerly Fine Arts department* | Barnaby Nygren | College Center W031 | brnygren@loyola.edu  |
| Writing (WR) | Lisa Zimmerelli | Maryland Hall 043k | ldzimmerelli@loyola.edu  |