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**

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