REQUEST FOR COURSE OVERRIDE – SPRING ‘25 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. **Deadline to submit approved overrides is 5:00 PM, Friday, January 17, 2025.** Please continue to check Student Planning for openings in courses. If your course opens, you may add/drop courses yourself in Student Planning until the add/drop deadline, 11:59 PM, Monday, January 20, 2025. AASC will be closed on Monday, January 20, 2025 for the Martin Luther King, Jr. holiday.

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

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| --- | --- | --- | --- |
| **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** |

**Spring 2025**

**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 | Dorothy Day Hall 051 | lzscheifele@loyola.edu  |
| Chemistry (CH) | Birgit Albrecht | *E-mail only* | balbrecht@loyola.edu  |
| Classics (CL, GK, LT) | Martha Taylor | Humanities HU 321b | mtaylor@loyola.edu  |
| Communication and Media (CM) | Masudul Biswas | College Center M014l | mkbiswas@loyola.edu  |
| Computer Science (CS) | Sibren Isaacman | Donnelly Science 127b | snisaacman@loyola.edu  |
| Data Science (DS) | Kevin Drummey, Director | Knott Hall 301e | kwdrummey@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) | Suzanne Keilson | *E-mail only* | skeilson@loyola.edu  |
| English (EN) | Nicholas Miller | Humanities 242i | nmiller@loyola.edu  |
| Finance (FI) | Lisa Fairchild | Sellinger Hall 300 | lfairchild@loyola.edu  |
| Forensic Studies (FO) | David Rivers, Director  | Newman Towers W105  | drivers@loyola.edu  |
| Global Studies (GT) | Mary Kate Schneider | Humanities 250h | mschneider5@loyola.edu  |
| History (HS) | Willeke Sandler | Humanities 303 | wsandler@loyola.edu  |
| Honors Program (HN) | Gayla McGlamery | Humanities 242n | gmcglamery@loyola.edu  |
| Information Systems, Law & Operations(IS, LW & OM) | Paul Tallon | Sellinger Hall 325 | pptallon@loyola.edu  |
| Management & International Business (MG & IB) | Dave Luvison | Sellinger Hall 425 | dluvison@loyola.edu  |
| Marketing (MK) | Guangzhi (Terry) Zhao | Sellinger Hall 412  | gzhao@loyola.edu  |
| Mathematics & Statistics (MA & ST) | Timothy Clark | Knott Hall 316b | tbclark@loyola.edu  |
| Military Science (MS) | Thomas Brendlinger | *E-mail only* | tsbrendlinger@loyola.edu  |
| Modern Languages (AB, CI, FR, GR, IT, ML, SN) | Yolopattli Hernandez-Torres (*Associate Chair*) | Maryland Hall 456 | yihernandez@loyola.edu  |
| Philosophy (PL) | Fuat Gürsözlü | Humanities 050k | fgursozlu@loyola.edu  |
| Physics (PH) | Joseph Ganem | Knott Hall 212c | jganem@loyola.edu  |
| Political Science (PS) | Janine Holc *(for add/drop week only)* | Humanities 250e | jholc@loyola.edu  |
| Psychology (PY) | Rachel Grover | Fernandez Center 203 | rlgrover@loyola.edu  |
| Sociology (SC) | Amanda Konradi  | Beatty Hall 250 | akonradi@loyola.edu  |
| Speech-Language-Hearing Sciences (SP) | Janet Preis | Fernandez Center 319 | jpreis1@loyola.edu  |
| Theology (TH) | Jill Snodgrass | Humanities 042n | jlsnodgrass@loyola.edu  |
| Visual & Performing Arts (AH, DR, MU, PT, SA) – *formerly Fine Arts department* | Dan Schlapbach | College Center W213 | dschlapbach@loyola.edu |
| Writing (WR) | Brian Murray | Maryland Hall 043f | bmurray1@loyola.edu  |