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:** |

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