

Overrides

The process for granting overrides differs from department to department. Advisors and advisees should be aware of the protocols established by their departmental Chair.

Communications: the [Chair](#) will honor a request for an override only if it comes via email from the student's advisor, department chair, or the faculty instructor approving that override. The Chair will not accept student requests of any nature.

Psychology: All overrides and holds are managed exclusively by the [Department Chair](#), usually at the recommendation of a faculty advisor. Students may only contact the Chair directly during the summer and only if they have been unable to reach their advisor after making genuine, repeated attempts via email to do so. Students from other disciplines and advisors of students from other disciplines should be aware that override requests are not automatically granted: decisions are based on a complex set of issues.

Computer Science: Overrides are given in two situations: Transfer students who meet the pre-requisites but are labeled inexactly on their transcript (CSC 100+ for instance). Such students should contact the [Chair](#) directly. Students who wish to take a course out of sequence or for some other reason should either contact the instructor of the course, who will then forward the override request to the Chair, or contact the [Chair](#) directly.

School of Business: the [Associate Dean's Office](#) handles override requests for non-business students seeking to enroll in upper level business classes. Department Chairs handle requests to register in classes that are full.