

Department of Psychology  
Override Request Policy

Granting overrides after classes have begun can disadvantage students in a number of ways. Specifically, faculty review course requirements along with important foundational material during the first few class periods. Missing this information may compromise the student's ability to perform well in the course. Further, students may miss point assignments that cannot be made up, and as such, their grades may be negatively affected by their late entry into the class. Finally, students may have already violated a faculty member's attendance policy, and thus could be administratively withdrawn due to excessive absences (assigned the grade of WA which is equivalent to an F). At a minimum, then, these absences may mean the student cannot miss any other classes. Given these significant disadvantages, only in exceptional cases will students be overridden into closed Psychology courses after classes have begun. Indeed, the Psychology department strongly encourages students to act on their priority registration status by enrolling in courses at the first opportunity to register for classes. In doing so, students can secure seats in courses that are required for the major, heighten the chance that they will perform well in the class, and thus increase their chances of graduating in a timely fashion.

If an override is requested, students who are nearing graduation will be given higher priority than students who are several semesters away from graduation. Additionally, overrides for required courses (i.e., Psyc 211, 220, 250, 390, 46x), will be given priority over other classes in the curriculum. Students who have been dropped from their courses for non-payment of their accounts may apply for overrides, but should understand that the department cannot "save" the seats in the classes from which they have been removed. As such, it may not be possible to restore their original schedule, and their graduation may be delayed.

Override requests either before the semester starts or after classes have begun  
will not be granted in the following cases:

- Students who wish to swap one section of a course for another section of the same course
- Courses where there are available seats in other sections of the class
- To accommodate a student's work schedule, or preferred course schedule
- Students who do not have the required prerequisites for the course, except those courses that allow special permission of the instructor

Students who wish to request an override should complete the Department of Psychology's override request form. The Associate Chair of the department (or the Chair if the Associate Chair is unavailable) will review each request. On the Override Request Form students will need to indicate which course and section they are requesting, along with an explanation as to why they should be granted the override (e.g., need the class to graduate at the end of the semester). Requests will be processed on a first-come-first-served basis. Requests received after the second day of classes are rarely granted.