



COLLEGE *of*
CHARLESTON

DEPARTMENT OF
PSYCHOLOGY

Psychology Override Request Procedure Frequently Asked Questions (F.A.Q.)

- 1. What's considered a valid reason for an override request?** Here are some hypothetical situations that could potentially result in an override request approval, although approval is not guaranteed, and individual details may vary:
 - seniors graduating in the next semester who, for various reasons, need to complete one last course to graduate and have no other course options that would satisfy requirements;
 - juniors or seniors who stand to fall significantly behind if they can't start their 211/220 core requirement;
 - other, specific situations where a student's degree progress could be significantly delayed if they are unable to take a particular section of a course
 - health-related issues (e.g., immunocompromised students needing online sections)
- 2. What reasons are not valid for a potential override request approval?** Here are some hypothetical situations that will not result in an override request approval:
 - students who don't have the prerequisites for a desired course;
 - students who do not need to take a course in order to graduate in an upcoming semester;
 - situations where another, open course would fulfill the same degree requirement as the desired full course;
 - students who would like to get into a particular course section to coordinate with a work schedule
 - students who would like to get into a particular course section so that they can have all online classes for non-health related reasons
- 3. How do I know if I need a course to graduate in an upcoming semester?**
 - Please refer to our major and minor requirements listed on the department website and the undergraduate catalog to determine if a course is required and if alternatives exist.
 - Some courses are required for all majors. For example, our introductory course (PSYC 103) and our research methodology sequence (PSYC 211 and PSYC 220 [or PSYC 250]) is required for all majors. PSYC 390 is required for all students pursuing the BS degree.
 - Individual courses in our Core A (PSYC 213:PSYC 216) and B (PSYC 221:PSYC 224) are not required, but you must take a subset of them. Suppose that you need one more Core A course to graduate. You would like to take PSYC 213 but all sections are full. If there are seats remaining in another Core A course that you haven't yet taken, then you should

not request PSYC 213, as alternatives exist. If all Core A courses that could fulfill your requirement are full, then you should submit an override request.

- Students pursuing the BS degree must take one laboratory course (PSYC 460:469). Suppose that you would like to take PSYC 460 but this section is full. If there are seats remaining in another laboratory course that you could register for, then you should not request PSYC 460, as alternatives exist. If all other laboratory courses (for which you meet the prerequisites) are full, then you should request an override.
- The same logic applies to electives, and in particular elective courses above PSYC 350. Suppose that you need one more PSYC 350+ course to graduate. You would like to take PSYC 375 but it is full. If there is another PSYC 350+ course open for which you meet prerequisites, then you should not request an override, as alternatives exist.

4. I want to take a course, but alternatives exist. The alternative course, however, does not fit my schedule. Does this qualify me to submit an override request for my desired course? It depends. We cannot accommodate day/time preferences, work schedules, etc. But if the alternative course conflicts with another course that you are currently registered for, then functionally the alternative course is not available to you and you should submit an override request into the desired course.

5. How do I determine if NOT taking a course will cause significant delays in my progress toward an undergraduate degree?

- In some cases, it is obvious that NOT taking a course will result in significant delays in time to graduation. For example, if you are entering the second-semester of your senior year and need a specific course to graduate on time (and alternatives do not exist), please fill out an override request as soon as possible. Juniors needing to complete the research methodology sequence (PSYC 211 and 220 [or 250]) should also fill out an override request.
- In other cases, making this determination is not straightforward. Your major advisor will help you make this determination.

6. I spoke to the instructor teaching the course and they indicated that they'd be happy to have me in their class. Will that help my override request be approved? No, it will not. Psychology feels that it's important to maintain equitable access to the courses we offer each semester, and the only way to do that is to have an official, fair process.

7. I need a non-Psychology course to graduate (e.g., MATH). What should I do? This policy only pertains to Psychology courses. The Psychology department does not control seat access to courses in other departments. Please contact the relevant department directly if you find yourself in this situation.

8. How can I make sure I get into the classes I want to take next semester? The best way to ensure that you get into the classes you want each semester is to pay close attention to the registration calendar and register as soon as your registration window opens. Some of our courses are very popular and will fill in a day. Don't wait to register for classes!