Chemistry Dept. Override Request Form

Student: Take this form to YOUR Advisor or Chairperson for YOUR major BEFORE you bring the form back to the Chemistry Office. YOUR Advisor / Chair MUST sign it.

I have REVIEWED the request(s) listed below. Yes [ ] No [ ]

NOTE: Dear Advisor OR Chairperson: Your signature below indicates you have REVIEWED the student’s transcript and request(s) listed above and have VERIFIED that the “REASON for REQUEST” section is ACCURATE and that ALL prerequisite classes have been taken and passed. Please confirm the student has PASSED the lecture or lab class if the student is not taking both this semester.

( ) Student’s Advisor OR Chairperson’s SIGNATURE Extension Date

(If your Advisor/Chair person has not signed this form, IT WILL BE DENIED!)

STUDENT INFORMATION:

PRINT Your Morgan Email Address CLEARLY ________________________________________________@morgan.edu

Printed Name: ___________________________________________ ID # __________________

Major: __________________________ Override for which semester: _____________________

Requested Class: Fill out ALL information. CRN, Course, & Section Numbers

1st Choice: CRN # ______ Course # _______ Section _________ Is this a: [ ] Lecture [ ] Lab

2nd Choice: CRN # ______ Course # _______ Section _________ Is this a: [ ] Lecture [ ] Lab

Reason for Request: Student, you MUST choose one of the following reasons:

[ ] Section Full [ ] Co or Pre Requisite Error (Must attach copy of transcript)

[ ] Job Conflict (Must Attach Employment letter) [ ] Graduating Sr. (Must attach Senior Audit)

(If additional documentation is not attached, OVERRIDE FORM WILL BE DENIED)

Provide additional information, if necessary. If you need more room, please attach another sheet.

(Office Use Only)

1st Choice: Approved_____ Denied_____ 2nd Choice: Approved_____ Denied_____

Reason(s) for Denial:

___ Advisor/Chair Signature Missing ___ Senior Audit not attached ___ Section Closed

___ Other Sections still open ___ Course not offered this semester

___ Valid Employer letter NOT attached ___ Prerequisite(s) have not been met

Chairperson Comments: __________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Chemistry Chairperson / Designee Signature Date

(See other side for Frequently Asked Questions)
Frequently Asked Questions

Q. Where can I get the Override form?
A. There will be copies placed outside of the Chemistry Department.

Q. Do I have to submit any other documentation along with the Override form?
A. Yes. The nature of our request will determine what documentation to submit. (EX: unofficial transcript, employment letter, Senior Audit, etc.)

Q. Where do I submit the Override form?
A. In a mailbox outside of Spencer Hall 318; where ALL forms must be submitted.

Q. How long does it take to be processed once submitted?
A. Generally, the form is completed within 1 to 2 business days.

Q. When are override requests accepted by the department?
A. Override forms will be processed

Q. Can I submit the form electronically?
A. No. The original must be brought back and submitted to the Chemistry Department.

Q. Who do I contact if I have any questions?
A. Please direct all questions to ChemistryOverrides@morgan.edu.

Q. Do I have to fill in all of the information?
A. Yes! You MUST include ALL of the required information.

Q. Will I get the class I want if I complete this form?
A. You are NOT GUARENTEED entry into the requested class or classes. This is only a request.

Q. My professor said that I can join their class. Can I?
A. It's not up to the professor. Some restrictions are because of the size of the room, actual available seating, and safety concerns.

Q. I went to the class I want and it isn't full. Can I get in?
A. While there may not be any students physically in class, they're registered for the class.