

Non-Exercise Science Major Course Override Request Policy

Department: Exercise Science
Program Chair: Dr. Kelly Dougherty
Effective Date: 3/1/2024

Policy Summary

Courses within the Exercise Science (EXSC) program are major restricted. This policy provides guidelines for faculty and staff when students who are in a non-EXSC major request overrides to register for EXSC courses.

Policy

1. Non-EXSC major students must initiate an override request by submitting the School of Health Sciences (SHS) Student Issues Form. This online form can be found on the SHS website within the Contact Us section.
2. The SHS staff member who reviews Student Issues Forms will notify the EXSC Program Chair and listed instructor of the course via email that an override request has been made and provide pertinent details.
3. Based on the EXSC course the override is being requested for, the following policies apply:
 - I. Override Requests for 1000-level EXSC Courses
 - A. An override may be issued when:
 - i. Available seats are present in the course when the EXSC Program Chair and listed instructor are notified of the request.
 - a. Should no available seats be present, an override may still be issued to allow the student to register for the course waitlist.
 - B. Only under special circumstances, determined by the EXSC Program Chair and listed instructor, will override requests be considered that require the seating cap of the course to be exceeded.
 - II. Override Requests for 2000, 3000, 4000-level EXSC Courses
 - A. Review of the override request will be conducted by the EXSC Program Chair, the listed instructor, and any other individual the program deems necessary to the review. This review will occur AFTER the university designated registration period of the current semester to ensure priority registration for EXSC students.
 - B. An override may be issued when all the following occurs:
 - i. The review process determines a legitimate reason for the override request is present.

- ii. Available seats are present in the course following the university designated registration period of the current semester.
 - a. Should no available seats be present, an override may still be issued to allow the student to register for the course waitlist.
 - C. Only under special circumstances, determined by the EXSC Program Chair and listed instructor, will override requests be considered that require the seating cap of the course to be exceeded.
4. Issuing of an Override
- I. An override is issued.
 - A. The listed instructor or an SHS staff member will issue the appropriate override and notify the student.
 - II. An override cannot be issued.
 - A. The listed instructor or an SHS staff member will notify the student.
5. Once an override is issued, the responsibility to register for the course falls solely on the student.
- I. An override being issued does not guarantee the student a seat in the course requested.
 - A. If available seats are no longer present when the student attempts to register, the course waitlist should be utilized by the student.
 - B. Only under special circumstances, determined by the EXSC Program Chair and listed instructor, will override requests be considered that require the seating cap of the course to be exceeded.

History/Revisions

Last Amended Date: 3/1/2024

Previous Amended Dates: N/A

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