

Requesting Overrides

Overrides for classes to allow students work/complete service hours when they are typically scheduled to be in class can **only** be entered in the following circumstances:

- The class is **COMPLETELY CANCELLED**.
 - Early dismissal is **not** an acceptable reason for an override.
 - Starting later than the scheduled time is **not** an acceptable reason for an override.
 - Professor is meeting with students individually over the class period is **not** an acceptable reason for an override.
- The class has moved from synchronous (online or in-person) to asynchronous online.
- The student is employed as a notetaker by Disability Services.
 - The override would be for the entire semester for that specific class only.

To request the override:

- Collect documentation of the cancellation from the student and review it to make sure it meets one of the circumstances above.
 - Documentation can be an email from the professor, screenshot of announcement from D2L, syllabus, etc.
- Send an email to the Student Employment Coordinator request the override. Be sure to include the following:
 - Student's Name
 - Student's E-number
 - Course Name (MUSC 1030, HIST 1110, etc.)
 - Attach the documentation of the cancellation