

REQUEST FOR OVERRIDE FORM

I am a VSB Student Business Minor

My Academic Advisor is: _____

Students requesting permission to be added to a closed section of a business course must complete this form and email it to the designated faculty member (see **Course** and **Contact Information** below). **ONE FORM IS REQUIRED FOR EACH DEPARTMENT.** Each department manages override forms differently. When submitting your completed form, please ask about the specific process for that department.

Please note: Submission of this form does **not** guarantee placement into a closed section. Override requests will **NOT** be granted for: (1) selecting a class with a preferred professor; (2) resolving schedule or work conflicts; or (3) balancing out your daily schedule.

Excerpt from the university academic integrity policy: "Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category. These kinds of dishonesty include (but are not limited to) the following: ***misrepresenting oneself or one's circumstances to an instructor.***" *I have read the excerpt from the university academic integrity policy and agree to comply.*

Signature: _____

Date: _____ ID# _____

Name: _____

Email Address _____

Current Status: FR SO JR SR

Expected Graduation (Semester/Year): _____

If you are requesting permission for **ONE** course, please list the section(s) requested in the order of your preference:

	Course Number	Section	CRN	Course Title	Professor
1					
2					

Reason for Request:

If you are requesting permission for a **SECOND** (different) course in the **same** department, please list the section(s) in the order of your preference:

	Course Number	Section	CRN	Course Title	Professor
1					
2					

Reason for Request:

Course	Contact Information: <i>Department OR Faculty</i>	Course	Contact Information: <i>Department OR Faculty</i>
ACCOUNTANCY (ACC)	james.emig@villanova.edu	MARKETING (MKT) & VSB 2007	aronte.bennett@villanova.edu
BUSINESS LAW (BL)	aronte.bennett@villanova.edu	REAL ESTATE (RES)	benjamin.scheick@villanova.edu
ECONOMICS (ECO)	mary.kelly@villanova.edu	VSB 2004 & VSB 3006	james.emig@villanova.edu
		VSB 2020	aronte.bennett@villanova.edu
FINANCE (FIN) & VSB 2009	benjamin.scheick@villanova.edu	VSB 2008, VSB 3008, & VSB 4002	bridget.meakim@villanova.edu
MANAGEMENT (MGT)	bridget.meakim@villanova.edu	VSB 1000 & VSB 2000	julie.freedman@villanova.edu
MIS & VSB 2006	james.emig@villanova.edu	VSB 3000	ward.utter@villanova.edu