

DEPARTMENT OF ART OVERRIDE FROM

NAME: _____

HU ID#: @ _____ Classification: _____

School/College: _____ Department: _____

Major: _____ Minor: _____

Concentration: _____

HU Email: _____ Phone: _____

I AM REQUESTING AN OVERRIDE FOR:

Semester/Session: _____ Year: _____

Course Title: _____ # Credits: _____

CRN #: _____ SubjectName/Course#: _____ Section #: _____

Override Type:

**** Increase Maximum Credit Hours Allowed:** This petition requires an additional form — the "Maximum Credit Hour Roster" form. Special authorization is required for its processing. Please consult an advisor in your respective departments.*

APPROVED BY:

Advisor/Designee:

Name: _____ Signature: _____ Date: _____

Instructor/Designee:

Name: _____ Signature: _____ Date: _____

SUBMISSION PATH & INSTRUCTIONS: Student > Coordinator/Advisor > Instructor > Art Office

STUDENT:

1. Fill in the information for each course for which you need an override.
2. Save the file to your computer. Make sure you RENAME the file to include your name and Course Number for which you are seeking the override.
3. Send the form to the **AREA COORDINATOR/ADVISOR:**
 - o Art History: malanee.harvey@howard.edu
 - o Ceramics: rwpointer@howard.edu
 - o Design (graphic): rfeatherstone@howard.edu
 - o Electronic Studio: amcswain@howard.edu
 - o Fashion Design: estevens@howard.edu
 - o Interior Design: jacqueline.carmich@howard.edu
 - o Photography: larry.cook1@howard.edu
 - o Painting & Drawing: r_v_anderson@howard.edu
 - o Sculpture: rwpointer@howard.edu

AREA COORDINATOR/ADVISOR:

1. Approve or reject the override request based on form completeness and accuracy, the student's need for the class, sequencing, prerequisites, classification, and time conflicts (may suggest alternatives)
2. Collaborate with the Art Office to process Maximum Credit Hours allowed (special form required)
3. Send approved form to the course instructor
4. Notify student of the actions taken

INSTRUCTOR

1. Approve/reject request based on prioritization of major, minor, classification and available space
 2. Send approved override to the Art Office
- ART OFFICE:** Contact student by email or phone when the form is processed and when the student can complete the final steps on Bison Web