

## DEPARTMENT OF VISUAL ARTS AND ART HISTORY

AH 118, Boca Raton Campus, 561 297-3870

### Policy on closed classes:

Capacity overrides for closed classes will only be issued the first week of classes. Students may NOT request capacity over-rides from the instructor in advance.

Faculty members and instructors in the Department of Visual Arts & Art History may, at their discretion, issue up to two over-rides for *some* closed art classes during drop/add week each term. Issued on a first come, first serve basis, students must request the over-ride in person from the instructor assigned to the course. Instructors reserve the right to decline closed class over-rides.

Some classes are restricted by space, fire code, and/or equipment (e.g. the number of computers in the lab). Please respect these limitations.

Priority will be given to declared Art Majors followed by Art Minors.

**Non-Art majors** may request over-rides starting the third day of the first full week of classes.

### Over-ride procedure:

1. Use a **Capacity Override Form** from the Dept. office AH 118, Boca or AT 812 in FTL. YOU must include:  
Student's name and Z number  
and **FAU email contact information**  
Prefix, course number, section and CRN (the 5 digit number)
2. Students request closed class over-rides directly from the instructor.
3. Instructors must sign the student's Drop/Add form.
4. Drop/Add form must be submitted to the Department office for approval.
5. Approval for registration into closed classes will be given online  
Students will be notified via FAU email when this occurs.
6. Students **must register online** once permission is given.  
They will have 24 hours to do so or forfeit the over-ride.  
**Only the student can register him/her self into a class.**

### Exceptions:

The Department chair may decline an instructor issued closed class over-ride if safety is a concern or if fire code is exceeded.

**Pre-requisite:** Capacity over-rides issued by instructors **DO NOT** over-ride pre-requisite requirements.

**Fire code:** Over-rides cannot exceed fire code capacity of the room or facility.

**No wait lists** will be kept for closed classes by the Department.

After Drop/Add Week, if space permits, students can add classes through late registration with monetary penalty. The Late Add Form requires an explanation for the late add, instructor's signature, and the Department Chair's signature, as well as the signature and stamp from the Office of Student Academic Services.

For questions, please utilize [art@fau.edu](mailto:art@fau.edu)