Clark Atlanta University
Office of the University Registrar

Course Override Form

Effective Tuesday, June 7, 2021

Students seeking a Course Override Form may request permission via these instructions.

The process is as follows:

1. Go to the CAU website > Administration > Registrars’ Office > Forms.
2. Click “Course Override Request Form”.
3. The selection will prompt a request form.
   Fill out the form, See Example Below:

   ![Course Override Form Example]

   **Course Override Form**
   PLEASE READ:
   All forms are distributed during regular business hours Monday - Friday 9 am - 5 pm. Distribution may take up to 2 business days. Please check your UNIS and Spinn for DocuSign to double check your form has been departed.
   1. To process your override you must provide your department, and the department(s) you need an override for. For example:
      a. The student will list his or her specific department (Business Admin, Business Marketing, Sociology, etc.)
      b. Student will list the department the course he or she needs an override for. Example: The student needs a need a override for the English Language department for a Spanish class.
   2. Once a Course Override form is completed with all signatures, (Student, department admin & Department Chair) the form a Completed copy will be emailed to you.
   3. If you need more than one course override then you will need to request another form.
   4. If you do not receive a Completed email please check your progress by resubmitting the first form sent to you for your request. This will allow you to see who has signed and where your form is in the process.
   5. If you need assistance please contact your advisor email: (Unattached email)
   6. Email (Unattached email)
   7. Official CAU business will be conducted via the email accounts linked to DocuSign.

4. Upon receipt of the completed form, an official Course Override Form will be returned to you via DocuSign.
5. Click on Review Document, an agreement will populate across the screen for signature and verification.

6. Click I agree to use electronic records and signatures, then click continue.

7. Click start and fill out the highlighted areas indicated for you. Complete the form via DocuSign and click finish.
8. A confirmation of the completed form will be emailed to the Student, Department chair, and the Department admin upon completion. For updates on your forms progress you may email Mrs. Andrews at Tandrews@cau.edu.