



Clark Atlanta University

Office of the University Registrar

Course Substitution Process

Faculty and Staff needing to submit a Course Substitution Form may do so via DocuSign.

The process is as follows:

1. Navigate to Registrar's Office, scroll down to Faculty/Staff services. Click on Course Substitution, then select [Click here to initiate request.](#)

Faculty/Staff Services

+ Classroom Assignments

+ Course Scheduling

- Course Substitutions

Course substitutions will be handled via DocuSign.

[Click here for instructions.](#)

[Click here to initiate request.](#)

+ Degree Works

2. Fill out the form, see example below:

Clark Atlanta University Office of the Registrar Graduate Course Substitution Form

* Required

Email address *

Your email _____

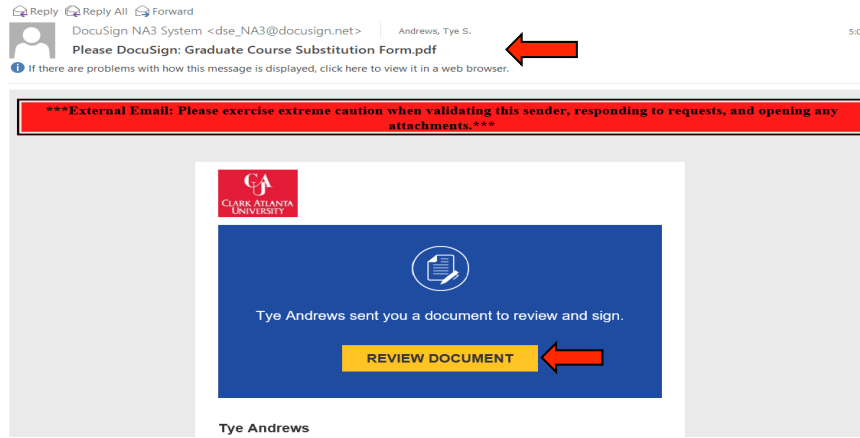
First Name *

Your answer _____

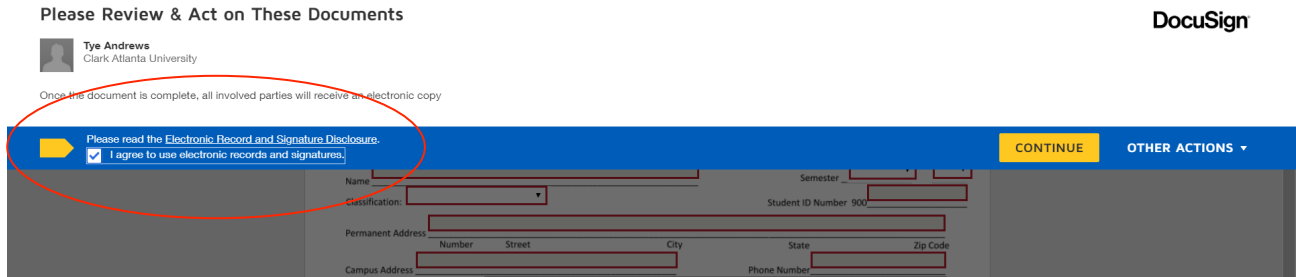
Last Name

Your answer _____

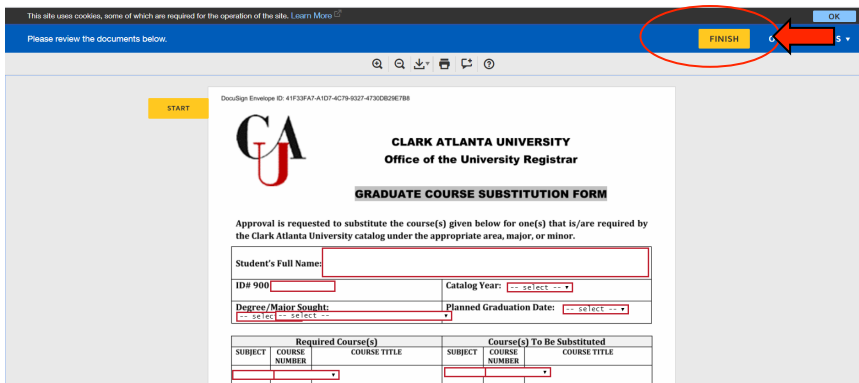
3. Once the electronic form is submitted, an official Course Substitution form will be returned to you via DocuSign.



4. Click on *Review Document*, an agreement will populate across the screen for signature and verification.



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



6. Fill out the highlighted areas as designated for you. Once all highlighted field are completed, click finish.

7. A confirmation of the completed Course Substitution Form will be emailed from Tye Andrews via DocuSign.

NOTE: Under no circumstances should this form be released to the student. This form must be maintained in a secured area. Only Faculty members, Department Chairs and other designated employees are authorized to handle this form.