



OKLAHOMA CITY COMMUNITY COLLEGE

TITLE: ADMINISTRATIVE PROCEDURE NO. 5053

1.0 OVERRIDE PROCESS

The override process serves the purpose of allowing a student into a course beyond the designated add period, into a course that has reached enrollment capacity, or for which the student does not meet the prerequisites. The process is as follows:

- 1.1 Override permission must be initiated by the student by completing an override form in the Academic Division Office.
- 1.2 The override form requires written approval from both the instructor and academic division dean.
- 1.3 The student must bring the approved override form to the Office of Academic Advisement to be enrolled in the selected course.
- 1.4 An approved override form is valid for only one (1) business day.

Effective: 01-02-1991

Revised: 08-01-2016