In AAAS, the department's procedure for override requests requires the following two steps.

Step 1. A student submits/emails an override request to the instructor-of-record, including his/her eStudent # and the CRN # of the affected course section.

Step 2. If the instructor-of-record consents to the student's request, that instructor-of-record then email-forwards the student's request to the AAAS department head for a Banner approval.