Records and Registration

Time Conflict Approval - All Students

NOTE: As per The School of Engineering policy, enrolling in two courses that meet at overlapping time(s) is prohibited. Leaving a class early or arriving late is disruptive to the instructor and other students in the class. Such time conflicts also jeopardize a student’s academic success in a class. This form is only to be used if a student, with the agreement of their adviser, believes that extenuating circumstances warrant an exception to this rule. Please attach a Course Enrollment & Drop form and submit BOTH forms to the Records and Registration Office for consideration.

Registration Term: Fall 20____  Spring 20____  Summer 20____  Winter 20____

<table>
<thead>
<tr>
<th>Course #1</th>
<th>Course #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subj</td>
<td>Catalog #</td>
</tr>
<tr>
<td>Instructor’s name</td>
<td></td>
</tr>
<tr>
<td>Meeting Days and Times</td>
<td></td>
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</tbody>
</table>

For the Instructors

I approve that this student be permitted to leave my class early, arrive late, or miss class time due to the scheduling conflict above.

Signature of Course #1 Instructor: ________________________________

Date: ________________________________

Signature of Course #2 Instructor: ________________________________

Date: ________________________________

For the Student

I understand the risks of registering for a time conflict; have discussed the ramifications of doing so with my instructors and advisor, and take full responsibility for making up all missed course-work and class-time caused by this conflict.

Student’s Signature: ________________________________  Date: ________________________________

For the Adviser

I support this student’s request to enroll in the conflicting courses above. I believe this conflict will not hinder this student’s academic performance in either course.

Adviser’s Signature: ________________________________  Date: ________________________________

For Records and Registration Office Use Only

Approved by: ________________________________  Processed By: ________________________________

Date Processed: ________________________________