



# TIME CONFLICT PETITION

Year: \_\_\_\_\_ Term: \_\_\_\_\_

Students may enroll in two classes that coincide (beginning and/or end times) only if the time conflict has been approved by the Instructor and the appropriate Dean. Student should allow 7 to 10 working days for a response. **Student Initial** \_\_\_\_\_

## Part I: Student directions

1. Complete the form and take the form to the instructor of the affected class.
2. If (***the instructor is under no obligation to complete and sign the petition***) the instructor agrees to create a plan to allow the student to make up the time, the student will then take the form to the appropriate instructional dean.
3. Student will be notified of the outcome of the petition and, if approved, may then register for the conflicting class in person with photo identification at the Admissions & Records Office.

### To be completed by the student:

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ W Number: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Student Email: \_\_\_\_\_

### **Conflicting Courses: (course 1 is the class where the time will be missed.)**

Course 1: Course Name/Section# \_\_\_\_\_ / \_\_\_\_\_ Meeting days/time \_\_\_\_\_ / \_\_\_\_\_

Course 2: Course Name/Section# \_\_\_\_\_ / \_\_\_\_\_ Meeting days/time \_\_\_\_\_ / \_\_\_\_\_

Justification for need to take coinciding courses:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part II: Instructor's description of how work will be made up each week:

### Part II: Instructor Directions:

1. The instructor must describe how the student will make up the minutes/hours missed. The missed time must be made up during the same week under the supervision of the instructor of the course.
2. Instructor must submit detailed attendance records to the Dean at the culmination of the term.
3. Attach the specific plans for arrangements created to make up the time missed.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part III: Dean's comments:

Approved  Denied

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Date Student Notified: \_\_\_\_\_

A&R Staff Initials: \_\_\_\_\_