

(Office Use Only)

A&R / Date: _____

Conflicting Class Details: Section #: _____ Course: _____ conflicts with Section #: _____ Course: _____

COLUMBIA COLLEGE TIME CONFLICT RESOLUTION FORM

Purpose: The signing instructor is authorizing your absence. Instructor is defining your responsibility to meet the course time and content missed due to the scheduled absence.

Please Print:

Student Name: _____ **Student ID Number:** w _____

I, _____, as the instructor of _____,
Instructor Name (print) Course Name (i.e.: Engl 1A, Hist 16) Section # (4 digit code)

which meets _____, agree to accurately
(Days of the week/Times)

document in my roll book the time and class assignments made up by the above named student.

Please indicate in writing your arrangements with the student to make up the missing time and assignment. The student must return to the Admissions & Records offices with the **Time Conflict Resolution Form** signed by the instructor whose class is being missed along with the class add slip and photo identification.

Special Arrangement: Check one of the options below and provide in writing the arrangements you have made with the student to complete the class time and assignments.

- 1. Time after class
 - 2. Arrange for time on an extra day
 - 3. Student will attend another section
- Specify the arrangements:

Instructor Signature: _____ **Date:** _____

The college may permit enrollment in courses with minimally conflicting times. State regulations require that the Admissions & Records Office be responsible for maintenance and retention of accurate records. Time that is “made-up” must be done under appropriate supervision. A rational justification must be established on a student-by-student basis. Justification that will be considered is the student’s need to take the “conflicting” course in order to complete their course of study in a reasonable period of time.