



Registrar Office Use Only:	
Form rec'd:	_____
Processed date:	_____ Init.: _____
Registrar signature & date:	

COURSE CONFLICT APPROVAL FORM

If a student believes he/she needs to register for two courses scheduled to meet at the same time, that student must first obtain approval from the instructors of those courses. Approvals will not be granted if approving them makes it necessary for the student to miss more than 50% of the classes in either course. A petition for an exception to this policy must be submitted to the Registrar's Office for review by the Committee of Three.

To request approval of a course conflict: Submit this completed form, **with written approval from both instructors**, to the Registrar's Office during the scheduled registration times.

STUDENT REQUEST:

Student's Name: (Last Name) _____ (First Name) _____

Student ID Number: _____ Semester/Year: _____

I request permission to register for the two following courses which conflict

1st Course: (Number) _____ (Title) _____

Instructor's name: _____

2nd Course: (Number) _____ (Title) _____

Instructor's name: _____

Reason for the conflict: _____

Student's Signature: _____ Date: _____

INSTRUCTORS APPROVAL:

1st Instructor's Signature: _____ Date: _____

Taking both courses is approved: Yes _____ No _____

Comments/Terms of Approval: _____

2nd Instructor's Signature: _____ Date: _____

Taking both courses is approved: Yes _____ No _____

Comments/Terms of Approval: _____
