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: _________________________________________________

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