



REQUEST TO ENROLL IN CONFLICTING COURSE PETITION

To be completed by student & submitted along with your registration card or add code

Student's Name _____ or Student ID: _____

Semester/Year _____

Conflicting Courses: (No more than two courses may be conflicting)

Course Title and Section # Instructor Name Days and Time

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I request that I be allowed to register in conflicting courses for the following reason(s):

I understand that it is my responsibility to make up the time missed as defined by the instructor of the class from which I will be excused.

Student's Signature

Date

TO BE COMPLETED BY INSTRUCTOR OF THE COURSE YOU ARE BEING EXCUSED FROM:

I verify that the above student has been authorized to be excused from my course to attend:

Course Title and Section #

Instructor Name

Days and Times Excused: _____

I further verify that the hours missed will be made up under my supervision during the specific days and hours listed below and that I will record the student's attendance:

Make-up Schedule: _____

Instructor's Signature

Date

Dean of Student Affairs

Date

PROCEDURES FOR CONFLICTING COURSE PETITION

Student Instructions

- Step 1** Pick up the petition for Conflicting Course Petition in the Admissions and Records Office.
- Step 2** Complete and sign the Conflicting Course Petition.
- Step 3** Obtain the approval/signature of the instructor whose class you are leaving early from.
- Step 4** Register yourself by web or telephone registration for at least one of the two conflicting sections.
- Step 5** Upon approval from the instructor whose course you will be leaving early from, submit the Conflicting Course Petition to the Admissions & Records Office for final review and approval. You will need to also submit a Registration Master Card "blue card" (or during the add/drop period your 4 digit access code) that indicates the course/section you are wishing to enroll in. (Web or telephone registration cannot be used to register in conflicting courses.) The Registration Master Cards are available in Admissions & Records.
- Step 6** Admissions & Records will send the results of your Conflicting Course Petition to the email address indicated on the Conflicting Course Petition within two (2) working days of it being submitted. The next steps to complete your registration process will be emailed to you. It is your responsibility to complete the next steps as outlined to you.

Instructor Instructions

- The instructor of the course in which time must be made up must approve the Conflicting Course Petition and state on the Petition exactly when the overlapping time will be scheduled. (ex. Every Wednesday from 3:30-4:00pm)
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The instructor must document on his attendance roster when the student made up the time and how much time was made up.