COURSE TIME CONFLICT RESOLUTION FORM

Please review the reverse side of this form *with both faculty members BEFORE submitting to Registration and Records for processing.*

Student ID: _____   Student Name: _____

Year: _____   Term: _____

Proposed course conflict resolution for the following two courses (completed by the student):

Course Code #1 (e.g. AC 101): _____   **Meets:** M T W H F Time: _____ to _____

Course Code #2 (e.g. AC 101): _____   **Meets:** M T W H F Time: _____ to _____

Proposed resolution:

_____   _____
(Student's Signature)   (Date)

To be completed by each Instructor affected by this Time Conflict Request

Course #1: The above proposal is   ☐ **accepted** / ☐ **denied.**

Instructor's Signature: _____   Date: _____

Instructor's Comments:

Course #2: The above proposal is   ☐ **accepted** / ☐ **denied.**

Instructor's Signature: _____   Date: _____

Instructor's Comments:

To be completed by Registration and Records

☐   **Approved:** Course _____ was added to the student's schedule on: _____ / _____ / _____

☐   **Denied**: Comments:

_____   _____
(Signature of R&R Staff Member)   (Date)

Time Conflict Resolution Guidelines

The master schedule is a compilation of course offerings submitted each semester by the academic departments to the Office of Registration and Records. Departments make every effort to create a balanced schedule in the best interests of all students. Despite this, time conflicts may occasionally arise for individual students due to their specific course needs and scheduling circumstances.

Faculty are not obligated to accept a proposed time conflict resolution. Time conflicts can cause loss of classroom instruction/discussion time and can be disruptive to other students and the faculty member. There may be occasions when class structure, content, or pedagogy cannot support an exception to the scheduled class time.

- **Course time conflicts15 minutes or less**, may be permissible if all involved parties (i.e., the student and both faculty) agree to a working solution.

- **Course time conflicts in excess of 15 minutes,** students are required to submit a directed study application.

Additional Guidelines:

1. The completion of this form **_does not_** guarantee enrollment in the course that is causing the time conflict on the student's schedule. If a course is full at the time the form is submitted, Registration and Records will waitlist the student.

2. All Catalog Policies regarding registration apply to time conflict requests. Please refer to the Online Catalog "Academic Policies" navigation for a more detailed explanation of all Registration Policies (holds, deadlines, waitlists, overloads, etc).

3. **The form MUST be returned to Registration and Records PRIOR to the end of the ADD period during Registration**.

4. Any student with accommodations should meet with Learning Services to address individualized issues that might arise from a scheduling conflict.

5. Faculty and the Office of Registration and Records reserve the right to deny any student request for a time conflict resolution.