

## **VALID CIRCUMSTANCES FOR TIME CONFLICT EXCEPTIONS**

In an effort to avoid problems that time conflicts cause for both faculty and students, time conflicts will only be granted for extenuating circumstances. A student may not be added into courses that conflict without a Request for a Time Conflict Exception signed by the instructors of both conflicting courses **AND** approved by the Registrar's Office. **If there are any other options for the student to be enrolled in courses that do not conflict, the exception will not be approved.**

### **Reasons that constitute extenuating circumstances may include:**

- The student is a graduating senior and needs the course to complete graduation requirements within the next year.
- There are no alternate sections of the course currently offered.
- The courses overlap no more than 20 minutes.

### **Reasons that are not considered extenuating:**

- Time conflicts due to a work schedule.
- Time conflicts due to the desire for a specific schedule when other options are available.

A time conflict request will **NEVER** be granted for courses that entirely overlap. (In these cases, most students are completing the course on an independent study basis and should work with the department to enroll in an independent study course.)

### **PLEASE NOTE:**

If the Time Conflict Exception form is approved and the conflicting class is closed or there is a major restriction, permission to add the class must be obtained via a Drop/Add Correction card from the academic department.

## Central Michigan University Request for a Time Conflict Exception

COMPLETE THIS FORM AND RETURN IT TO THE OFFICE OF THE REGISTRAR, WARRINER 212.  
*No time conflict exception will be considered for approval without completely and accurately filling out this form.*

Student Name \_\_\_\_\_ Campus ID # \_\_\_\_\_

Current Address \_\_\_\_\_ Current Phone Number \_\_\_\_\_

UG     GRAD     Fall     Spring     Summer    Year \_\_\_\_\_

Please indicate why you are requesting an exception to register for classes that conflict.

  
  
  
  
  
  
  
  
  
  

You must indicate which class will be missed **AND** document how class time will be made up.

  
  
  
  
  
  
  
  
  
  

- The above information is true and accurate. I give my permission to verify the above information.
- If this exception is needed in order to meet graduation requirements within the next year, then the Application for Graduation must be on file in the appropriate office, even if the deadline for application has not passed.
- If this exception is approved and the conflicting class is closed or there is a major restriction, permission to add the class must be obtained via a Drop/Add Correction card from the academic department.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Subject & # \_\_\_\_\_ Section # \_\_\_\_\_  
 Days \_\_\_\_\_ Times \_\_\_\_\_  
 I approve the time conflict between these two courses.  
 \_\_\_\_\_  
 Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject & # \_\_\_\_\_ Section # \_\_\_\_\_  
 Days \_\_\_\_\_ Times \_\_\_\_\_  
 I approve the time conflict between these two courses.  
 \_\_\_\_\_  
 Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_