

Time Conflict Request

Spring 2020 | Due Wednesday, April 15, 2020

Only one time conflict involving two courses per quarter – no exceptions.

Student must not have registration holds and must have paid registration fees for term indicated on request.

This form does not override the 16 unit maximum during the 1st round of registration.

Student Information

Last Name _____ First Name _____

Student EMPL ID (9 digits) _____ Phone _____ Major _____

Request

Describe reason(s) for the time conflict request. Use attachments if necessary. _____

Student Signature _____ Date _____

Enrolled course

Lecture Course /Section (ex. Engl 134-01) _____ Class number (ex. 1234) _____

Term/Year (ex. Fall 2018) _____ Units _____ Grading **CR/NC** **GRADED**

Class day and time (ex. MWF 9:10-10) _____

Lab/Act Course and Section _____ Class number _____

Term/Year _____ Units _____ Class day and time _____

Both instructors must sign

Lecture instructor Printed Name _____

Lecture instructor Signature _____ Date _____

Lab/Act instructor Printed Name _____

Lab/Act instructor Signature _____ Date _____

Instructor Statement

Instructor Statement: (**required**) Describe how missed time will be resolved. _____

Instructor name _____



CAL POLY

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CONFLICT

Course to be added

Lecture Course and Section (ex. Engl 134-01) _____ Class number (ex. 1234) _____

Term/Year (ex. Fall 2018) _____ Units _____ Grading **CR/NC** **GRADED**

Class day and time (ex. MWF 9:10-10) _____

Co-req Course and Section _____ Class number _____

Term/Year _____ Units _____ Class day and time _____

Both Instructors must sign

Lecture Instructor Printed Name _____

Lecture Instructor Signature _____ Date _____

OVERRIDE ENROLLMENT CAPACITY? **OVERRIDE PREREQUISITES?**

Lab/Act Instructor Printed Name _____

Lab/Act Instructor Signature _____ Date _____

OVERRIDE ENROLLMENT CAPACITY? **OVERRIDE PREREQUISITES?**

Possible Scenarios for Approving Class Time Conflicts

Music ensemble courses (examples from the 2015-17 catalog include MU 170 and MU 370).

Courses that do not meet at their regularly scheduled times (examples from the 2013-15 catalog include senior project courses, POLS 111, SCM 150).

Students who have registered for a course with a lecture/laboratory combination, but who have already passed the laboratory component of the course (so-called "ghost labs") and have a time conflict with the scheduled laboratory time.

Students who have registered for a course with a lecture/laboratory combination and have a time conflict with the scheduled laboratory time, but who can complete the laboratory component with another section of the course.

Undergraduate students who, in order to facilitate graduation, have no other option, are within three quarters of graduation, and, in the process, do not circumvent other University policies, procedures, or deadlines.

