

Time Conflict Form

Except in rare circumstances, the University of South Florida does not permit students to register for courses that are scheduled to meet at the same times or that overlap in meeting times. In order to be permitted to register for or add courses that result in a time conflict, follow instructions below.

1. Complete all information on the form below and sign.
2. Take the form to the individual departments offering the courses for approval. Locations of the departmental offices are listed on the college website. You will need a departmental signature, stamp, and instructor signature for each course.
3. Present completed form with required approval(s) to the Academic Advising Office for the conflict override. If courses are offered by two different colleges (i.e. The Arts and Business) each college Advising Office or department is responsible for inputting the override. The student will have to provide the Time Conflict Form to each Academic Advising Office for both colleges.
4. It is the student's responsibility to personally notify each instructor of a scheduled time conflict. If an instructor objects, the student is obligated to modify his/her schedule. After the 5 day of classes in any term, the student is fee liable for ALL registered courses. The Limited Drop policy applies to all courses dropped after the 5th day of class.

STUDENT NAME	U#	MAJOR
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LIST COURSES IN TIME CONFLICT

Course 1:

CRN	DEPARTMENT	PREFIX	COURSE#	SECTION#	DAYS & TIMES

INSTRUCTOR'S SIGNATURE

Course 2:

CRN	DEPARTMENT	PREFIX	COURSE#	SECTION#	DAYS & TIMES

INSTRUCTOR'S SIGNATURE

JUSTIFICATION:

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Student is responsible for completion of quizzes, tests, and exams at scheduled times. The instructor is in no way obligated to make provisions for make-up quizzes, tests and exams that are missed due to time conflict.

STUDENT'S SIGNATURE	DATE
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ADVISOR'S SIGNATURE	DATE	COLLGE STAMP
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Distribution: Student Instructor 1 Instructor 2 Advising Office