

Colleges of Arts & Humanities and Languages, Linguistics & Literature  
Advising Center

**TIME CONFLICT REQUEST**

Instructions to request a time conflict:

1. Complete the Student Section below if your Primary major is within Arts and Humanities and Languages, Linguistics and Literature.
2. Discuss the time conflict with your instructors and have **both instructors** complete the Instructor Section.
3. Bring this form to the Advising Center in Sinclair 301.

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*Student Section*

I will discuss with my instructors any issue(s) of missed class time/work and keeping up with assignments. I assume full responsibility for managing the time conflict.

Print Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*Instructor Section*

We are aware that the above named student has a time conflict with our classes and that he/she will be either late to class or have to leave early to go to another class. In signing below, we are stating that we are willing to accommodate this student.

Course #1: \_\_\_\_\_

CRN #1: \_\_\_\_\_

Days/Times: \_\_\_\_\_

\_\_\_\_\_  
Instructor (print name)

\_\_\_\_\_  
Instructor's Signature

Course #2: \_\_\_\_\_

CRN #2: \_\_\_\_\_

Days/Times: \_\_\_\_\_

\_\_\_\_\_  
Instructor (print name)

\_\_\_\_\_  
Instructor's Signature

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*Advising Center use only*

Override entered in BANNER by (initials): \_\_\_\_\_ Date: \_\_\_\_\_

Notes: