

1. Guidelines for the student to follow

1. Time Conflict Actions are requests by students who wish an exception to register for two courses with a short overlap (generally 15 minutes or less) in meeting days/times. The student must specify the request clearly and concisely on this form and obtain the required signatures. Overlaps that exceed 15 minutes will not be considered.
2. The Registrar will check the BVU policies and procedures and submit the action to the academic policy coordinator.
3. The academic policy coordinator will review the policies and procedures and render the decision. The Registrar will record the action and issue a copy of the action to the student. The response will be sent to the student's mailbox.

Name (print) First Middle Last Date

BVU ID # Campus Box #

2. Clearly state your rationale and/or justification for your request

3. Course 1

List the course for which you have to make-up time and obtain instructor's approval:

Dept. Number Section Course title Instructor's name

Instructor Use Only* Will the student be missing any time from you class? Yes No

If yes, please give a brief description explaining how the student will make-up time missed in your class:

Approved Denied Instructor's Signature _____ Date: _____

4. Course 2

List the course for which you have to make-up time and obtain instructor's approval:

Dept. Number Section Course title Instructor's name

Instructor Use Only* Will the student be missing any time from you class? Yes No

If yes, please give a brief description explaining how the student will make-up time missed in your class:

Approved Denied Instructor's Signature _____ Date: _____

5. The following signatures are required

1. Student	Recommendation	Date
2. Advisor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date
3. Dean of 1st School	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date
4. Dean of 2nd School	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date

Return to the Registrar's Office

5. Academic Policy Coordinator Approved Denied Date

Comments:

Return this form to the Registrar's Office