



**PETITION TO ALLOW TIME CONFLICTS**

BP/AP 4226 Multiple and Overlapping Enrollments only permits requests for time conflicts of no more than 10 minutes.

**Step 1: Complete personal information.**

Name \_\_\_\_\_ Banner I.D. K \_\_\_\_\_  
Last First Middle

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Step 2: List the course information for both courses below.**

Semester (select one): Fall Spring Summer Year: 20\_\_\_\_

**Example:**

50147	ART 101	Handlosser, D J	T, R	9:35a.m. – 10:55 a.m.
CRN	Course Description	Instructor	Days	Times

Course #1: \_\_\_\_\_  
CRN Course Description Instructor Days Times

Course #2: \_\_\_\_\_  
CRN Course Description Instructor Days Times

**Step 3: Write a brief statement explaining why you must take these courses at these times.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Step 4: Take the petition to the instructor of the course in which you will be required to make up time. Obtain 1) description of day(s) and time(s) when missed course time will be made up and 2) approval signature.**

**Instructor use only**

The minutes to be made up outside of class must be directly supervised by the instructor of the course. The make up time must be recorded on instructor records and submitted with final grade documentation at the end of the semester.

Please record the specific day(s) and exact time(s) that the missed class time will be made up under your direct supervision. If the missed time is being made up in another CRN of the same course, provide that information.

Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Instructor's Approval / Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 5: Sign and date the petition. Submit the completed petition to Admissions & Records for review. This petition will only be considered for approval if extenuating circumstances exist and all requirements are met. Check your email for the results of your petition.**

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

For office use only:  
 Approved  
 Denied

Admissions & Records Reviewer/Processor \_\_\_\_\_ Date \_\_\_\_\_