UNIVERSITY OF SOUTH FLORIDA
COLLEGE OF ARTS & SCIENCES

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 through student signature on the form below.

2.) Take the form to the individual department **offering** the courses for approval. Locations of the departmental offices are listed in the **Schedule of Classes** (See table of contents, "Directory of Important Offices"). You will need a departmental stamp and instructor signature for each course

3.) Present completed form with required approval(s) to the Academic Advising Office for the conflict over ride. If courses are offered by two different colleges (i.e. Arts & Science and Business) each college Advising Office or department is responsible for inputting the over ride. The student will have to walk the Time Conflict Form to each Academic Advising Office for both colleges.

4.) **It is the student's responsibility to notify personally each instructor of a scheduled time conflict at the first class meeting**. If an instructor objects, the student is obligated to modify his/her schedule. After the 5th 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.

_____ _____ _____
Name Student ID # Major

LIST COURSES IN TIME CONFLICT

1.) _____ _____
REFERENCE # DEPT PREFIX COURSE# SECTION DAYS & TIME

2.) _____ _____
REFERENCE # DEPT PREFIX COURSE# SECTION DAYS & TIME

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 Signature Date

1.) _____ _____
(Instructor's signature) (Departmental stamp)

2.) _____ _____
(Instructor's signature) (Departmental stamp)

FOR INTERNAL USE ONLY: I object to this time conflict and advised the student to modify his/her schedule.

_____ _____
Faculty Signature Date