

Request for Exception: Course Time Conflict

Student instructions:

You must complete this form to request an **exception** to register for classes that overlap in time.

PLEASE SEE THE BACK OF THE FORM TO ASSURE YOUR SITUATION FALLS WITHIN THE GUIDELINES FOR MAKING THIS EXCEPTION.

This form must be received by the Registrar no later than two weeks prior to the beginning of the semester.

Permission is required from each instructor making an adjustment, as well as the chair of their department(s). Your request must demonstrate your need for these classes. An exception will be made only if it is to benefit the student.

PART 1: Student Information				
Today's Date:	Student ID Number:	Name (first, middle initial, last):		
Birth date (mm/dd/yyyy):	Email Address::	Local Phone:		
Current address (street, apartment number, PO Box, city, state zip, country):				
Term <input type="checkbox"/> fall semester <input type="checkbox"/> spring semester <input type="checkbox"/> summer semester		Year 		Enrollment Status (check one) <input type="checkbox"/> undergraduate <input type="checkbox"/> graduate
Anticipated Graduation Date:	Major(s):		Minor(s):	

PART 2: Course Information				
List the conflicting courses in which you hope to enroll and obtain instructor signatures of approval.				
Course 1:	Are you registered for this class? <input type="checkbox"/> yes <input type="checkbox"/> no			
Dept:	Course Number:	Section:	Title:	Meeting days and times:
Instructor Name:		Instructor Signature:		
Course 2:	Are you registered for this class? <input type="checkbox"/> yes <input type="checkbox"/> no			
Dept:	Course Number:	Section:	Title:	Meeting days and times:
Instructor Name:		Instructor Signature:		
Can either of these classes be taken in a subsequent semester? <input type="checkbox"/> yes <input type="checkbox"/> no If not, why?				

PART 3: Course Arrangements	
Course 1 Instructor Name:	If an arrangement has been made with the student to complete the missed time and content of the course, please list that arrangement below. Be very specific . Attach any additional information as necessary.
Course 2 Instructor Name:	If an arrangement has been made with the student to complete the missed time and content of the course, please list that arrangement below. Be very specific . Attach any additional information as necessary.

PART 4: Department Approval		
Course 1 Approval: I agree with making this decision and agree with the arrangements made by the instructor to cover the missed class time and course content.		
Department Chair (print name):	Department Chair Signature:	Date:
Course 2 Approval: I agree with making this decision and agree with the arrangements made by the instructor to cover the missed class time and course content.		
Department Chair (print name):	Department Chair Signature:	Date:

PART 5: Registrar Approval		
Exception Approved: <input type="checkbox"/> yes <input type="checkbox"/> no	Registrar Signature:	Date:

Guidelines for a Course Conflict Exception:

- Both classes are required for completing a declared major, minor, general education plan, or teacher certification at Aquinas.
- The courses are not listed in the department rotation as available to the student until after their expected graduation date, or delaying the courses will prohibit the student from graduating within their current timeline.
- The student completed the Self Service Graduation Application to show the expected graduation date and to verify need for both classes.
- If an alternative course is available during the same semester to complete the same requirement, the exception will not be granted.
- The missed class time does not exceed 20% of the total meeting time of the course (15% of Quadmester courses), including a 5 minute travel time between classes.
- The academic chairperson of the department(s) where arrangements to accommodate the course time overlap are being made agrees that those arrangements ensure the student will make up both the missed class time and the missed course content.
- The Request for Course Conflict Exception is received by the Registrar two weeks prior to the first day of the semester.