Course Time Conflict Registration Bethel University

ID # _____ PO _____ Select Term: ◯ Fall ◯ Interim ◯ Spring ◯ Summer Year: _____

Name: _____

First Middle Last

Policy Statement

A course time conflict is a partial overlap of two academic courses. **The partial overlap needs to be less than half the scheduled time of either course.** If the time conflict is greater than 50% for either course, students must pursue a Course by Arrangement.

* Both courses must be requirements in your major(s) or minor(s) or for the Honors program, with the exception of music ensembles and performance groups.
* Both instructors must sign off on the course time conflict form.
* This form needs to be returned to the Registrar's Office by the add/drop date for the term.

[#1] First Course:

CRN	Course #	Sec #	Course Title	Day(s)	Start Time	End Time

[#1] Instructor's Comments/Resolution of Course Conflict:

◯ The student does not need to attend the overlapping part of my course

◯ I am making the following arrangements:

_____

_____

◯ There are no arrangements I need to make, because the conflict is being handled by the other course/instructor

Instructor Name _____ **Signature** _____ **Date** _____

[#2] Second Course:

CRN	Course #	Sec #	Course Title	Day(s)	Start Time	End Time

[#2] Instructor's Comments/Resolution of Course Conflict:

◯ The student does not need to attend the overlapping part of my course

◯ I am making the following arrangements:

_____

_____

◯ There are no arrangements I need to make, because the conflict is being handled by the other course/instructor

Instructor Name _____ **Signature** _____ **Date** _____

Student Signature _____ **Date** _____

Revised March 26, 2020