



## Time Conflict Approval - All Students

**NOTE:** As per The School of Engineering policy, enrolling in two courses that meet at overlapping time(s) is prohibited. Leaving a class early or arriving late is disruptive to the instructor and other students in the class. Such time conflicts also jeopardize a student's academic success in a class. This form is only to be used if a student, with the agreement of their adviser, believes that **extenuating circumstances** warrant an exception to this rule. Please attach an Add/Drop form and submit **BOTH** forms to the Records and Registration Office (at [Tandon.registration@nyu.edu](mailto:Tandon.registration@nyu.edu)) for consideration.

Registration Term:    Fall 20____    Spring 20____    Summer 20____    Winter 20____			
Name: _____		N Number _____	
Email: _____		Degree/Major: _____	
Career (check all that apply):            Non-Matric            Undergraduate            Graduate			
<b>Course #1</b>		<b>Course #2</b>	
Subj    _____ Catalog #    _____ Section    _____ Class #    _____		Subj    _____ Catalog #    _____ Section    _____ Class#    _____	
Instructor's name _____		Instructor's name _____	
Meeting Days and Times _____		Meeting Days and Times _____	

**For the Instructors**

*I approve that this student be permitted to leave my class early, arrive late, or miss class time due to the scheduling conflict above.*

Signature of Course #1 Instructor: \_\_\_\_\_

Date \_\_\_\_\_

Signature of Course #2 Instructor: \_\_\_\_\_

Date \_\_\_\_\_

**For the Student**

*I understand the risks of registering for a time conflict; have discussed the ramifications of doing so with my instructors and advisor, and take full responsibility for making up all missed course-work and class-time caused by this conflict.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For the Adviser**

I support this student's request to enroll in the conflicting courses above. I believe this conflict will not hinder this student's academic performance in either course.

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Records and Registration Office Use Only**

Approved by: \_\_\_\_\_ Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_