



# Time-Conflict Override

This form must be completed for any courses that have overlaps in scheduled meeting times. Overlaps of more than 15 minutes cannot be approved by faculty.

Instructions:

1. Student should complete the form with applicable course information; providing the days and times of the conflict.
2. Student should obtain approval from BOTH instructors regarding the conflict. This can be done via signature OR email from the instructor's UGF email account.
3. Student should sign and return form to the Registrar's Office or email to [registrar@ugf.edu](mailto:registrar@ugf.edu). Incomplete forms will NOT be approved.
4. The student will be notified by the Registrar's Office as to the result. If the override is approved, this form will act as a class add.

Student ID # \_\_\_\_\_ Semester    FA    SP    SU    Year 20 \_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

### Conflicting Course Information

CRN	DEPT	NO	SEC	Title	Cr	Instructor

We have worked out a schedule for the named student to take into account the time overlap not to exceed 15 minutes.

\_\_\_\_\_  
 Instructor Approval                      Date                      Instructor Approval                      Date

I understand the expectation for me to complete work in both these courses and agree to the addition of one or both of these courses to my course schedule for the indicated semester. I accept all tuition and fee charges related to the addition of this course(s).

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

By checking here, student indicates electronic approval of this form if sent from valid ugf.edu email account.