WESTMINSTER THEOLOGICAL SEMINARY

Registrar Office Use Only:
Form rec'd: _____
Processed date: _____ Init.: _____
Registrar signature & date:
_____

COURSE CONFLICT APPROVAL FORM

If a student believes he/she needs to register for two courses scheduled to meet at the same time, that student must first obtain approval from the instructors of those courses. Approvals will ***not*** be granted if approving them makes it necessary for the student to miss more than 50% of the classes in either course. A petition for an exception to this policy must be submitted to the Registrar's Office for review by the Committee of Three.

To request approval of a course conflict: Submit this completed form, **with written approval from both instructors**, to the Registrar's Office during the scheduled registration times.

STUDENT REQUEST:

Student's Name: (Last Name) _____ (First Name) _____

Student ID Number: _____ Semester/Year: _____

I request permission to register for the two following courses which conflict

1st Course: (Number) _____ (Title) _____

Instructor's name: _____

2nd Course: (Number) _____ (Title) _____

Instructor's name: _____

Reason for the conflict: _____

_____

Student's Signature: _____ Date: _____

INSTRUCTORS APPROVAL:

1st Instructor's Signature: _____ Date: _____

Taking both courses is approved: Yes _____ No _____

Comments/Terms of Approval: _____

_____

2nd Instructor's Signature: _____ Date: _____

Taking both courses is approved: Yes _____ No _____

Comments/Terms of Approval: _____

_____