

# TIME CONFLICT RESOLUTION BETWEEN 2 COURSES IN THE SAME SEMESTER

## Prepare a Drop/Add form and an email or hard copy statement

### **DROP/ADD FORM**

The student needs to obtain the signature of the instructor of the course he/she cannot register for due to conflict

- The course that the student could not register for needs to be in the ADD section and signature of that instructor needs to be on that same line as well.
- A statement needs to be entered in the REMARKS Section near the bottom of the Drop/Add form that says “I am aware of the time conflict and agree on the solution discussed with the student.”

### **STATEMENT** (email or hard copy)

- The Student must prepare an email or hard copy statement.
  - “I am aware of the student’s time conflict between the courses \_\_\_\_\_ and \_\_\_\_\_ . We have discussed and agreed up a solution.

\_\_\_\_\_  
Instructor of 1st course

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor of 2nd course

\_\_\_\_\_  
Date

The student must obtain the signature of his/her advisor unless the courses were listed on their RED Pre-registration form. If the courses are on the RED form the BME UG Coordinator may sign for the advisor (advisor name and Coordinator’s initials or name)

The student must bring the drop/add form & statement to the BME UG Coordinator to be processed.

### **BME UG Coordinator duties for Processing Course Conflict Situations**

The BME UG coordinator *must*

- review the drop/add form and when it is determined to be complete can use the Departmental Stamp on each page of the drop/add form.
- make a copy of the form for student’s file
- enter the information in the Questions section of the BME UG Database