

School of Engineering

Petition for Approval of Course Time Conflict

This form should be completed and submitted to the Engineering Student Services office in Featheringill Hall Suite 104 no later than the tenth day of classes (i.e., the end of the change-of-course period) of the semester in which the student wishes to take the course in question.

PLEASE PRINT CLEARLY

Last Name: _____

First Name: _____

Student ID Number (found in YES): 000 _____

Term: Fall Spring Year: 20 _____

I am requesting permission to be registered for the following courses that meet at the same time by _____ minutes per week.

	Subject Area & Course Number	Meeting Time & Days
1.		
2.		

Reason for request and explanation of how requirements of both courses will be fulfilled:

Departmental Approval—*By my signature below, I am certifying that, after discussion with the student, it is my opinion the requirements of the course can be fulfilled, the student’s performance in the course will not be hindered by this arrangement, and the arrangement described above will not interfere with other students in the course.*

Printed Name of 1 st Course Instructor	Signature of 1 st Course Instructor	Date
Printed Name of 2 nd Course Instructor	Signature of 2 nd Course Instructor	Date
Signature of Student	Date	

Total number of credit hours on schedule BEFORE adding this course = _____

Total number of credit hours on schedule AFTER adding this course = _____

****NOTE:** *If adding this course will put you above 18 hours, you will need to submit written permission (i.e., a printed email) from the Engineering Senior Associate Dean, Art Overholser, whom you may contact at k.a.overholser@vanderbilt.edu.*