

Advising Center for CALL
Time Conflict Request

Instructions to request a time conflict:

1. Complete the Student Section below if your Primary major is within the College of Arts, Languages and Letters.
2. Discuss the time conflict with your instructors and have **both instructors** complete the Instructor Section.
3. Submit the completed form to advisewd@hawaii.edu.

Student Section

I will discuss with my instructors any issue(s) of missed class time/work and keeping up with assignments. I assume full responsibility for managing the time conflict.

Print Name: _____ Student ID: _____

Semester/Year: _____

Student's Signature: _____ Date: _____

Instructor Section

We are aware that the above named student has a time conflict with our classes and that he/she will be either late to class or have to leave early to go to another class. In signing below, we are stating that we are willing to accommodate this student.

Course #1: _____

Course #2: _____

CRN #1: _____

CRN #2: _____

Days/Times: _____

Days/Times: _____

Instructor (print name)

Instructor (print name)

Instructor's Signature

Instructor's Signature

Advising Center use only

Override entered in BANNER by (initials): _____ Date: _____

Notes: