

Overlapping classes are permitted only if ample justification for enrollment in both is presented, and only if one of the instructors of the overlapping classes agrees to the student's request to make up missed time at some other time during the same week. Except in extreme cases, the time conflict must be no more than 15 minutes per class and the instructor of the class in which time will be made up must specify the manner in which this will be done.

NOTE: This process must be completed prior to the last day to add

NCR Form Distribution:

1) VP of Instruction

2) A&R Director

3) Instructor

4) Student

SEMESTER YEAR Date: [] Fall [] Spring [] Summer Print Name Student ID or Social Security #: Last Frist Middle OVERLAPPING COURSES Ref./Sec #: Course Title & #: time of class: Days: Ref./Sec #: Course Title & #: time of class: Days: REASON BOTH CLASSES ARE REQUIRED AT THIS TIME TO BE COMPLETED BY THE INSTRUCTOR (instructor of the class with time to be made up must specify the manner in which the student will make up the time missed) I agree to supervise the student in making up time missed due to the overlap. Instructor's Name (class time to be made up) — Please Print Instructor's Signature (class time to be made up) APPROVAL I agree that a rational justification exists and that this document will be retained for audit purposes.	TO BE COMPLETED E	RY THE STUDE	NT		
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