

# UNIVERSITY OF THE SOUTHERN CARIBBEAN CLASS CONFLICT FORM

ID: No: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_ Program of Study \_\_\_\_\_  
PLEASE PRINT PLEASE PRINT

Under extenuating circumstances, a student in his/her senior year may need to take two classes, which convene at the same time. A student will need a formal application to receive permission to do so via this form.

It must be clearly understood by a student and a lecturer who makes such an arrangement, that **classes, which meet at the same time, will have end of semester examinations at the same time.** When permission is granted to the student to do two classes, which convene simultaneously, it must be understood that a private arrangement must be made for the examinations between the lecturer and the student concerned.

INSTRUCTIONS: No Class Conflict Form will be considered unless the following information and signatures are obtained:

1. The names and code numbers of both classes that conflict
2. Signature of both lecturers
3. School Dean's signature (if classes are in different faculties, obtain signatures of both school Deans).
4. **Completed form must be returned to the Office of the Provost on or before the last day to add a class each semester .**

<i>COURSE NUMBER</i>	<i>COURSE TITLE</i>	<i>CREDITS</i>	<i>DAYS</i>	<i>TIME</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*CONDITIONS FOR APPROVAL:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Lecturer 1

\_\_\_\_\_  
Signature of School Dean 1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Lecturer 2

\_\_\_\_\_  
Signature of School Dean 2

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Provost (Ag.)

\_\_\_\_\_  
Date



# UNIVERSITY OF THE SOUTHERN CARIBBEAN

## PERMISSION TO DO TWO CLASSES, WHICH CONVENE SIMULTANEOUSLY

**(This form is to be distributed only by the Office of the Provost)**

Under extenuating circumstances, and with the approval of the Academic Policies Committee, a student in his senior year may apply to take two classes, which convene at the same time. The student must make a formal application and the following conditions must be met before the application can be considered.

The student must not register for a conflict until written approval has been granted.

- a. The student must have completed a minimum of 96 semester credits before consideration can be given to his/her application.
- b. The student must have a minimum GPA of 2.50.
- c. The lecturers of both courses must agree to the arrangement.
- d. Since it is likely that both exams will be scheduled for the same time, both lecturers must agree to write different examinations if the student has to write the examination after the other students in the class have already viewed the exam papers and done the required examinations.
- e. To earn a grade higher than B the lecturer must ensure that all missed requirements are subsequently completed, courses with deferred grades, late grades, and incompletes must be counted in the student's current load.
- f. The lecturer has the right to say that he/she will not permit a conflict with his/her class.
- g. Both lecturers must give written approval for the conflict and outline the conditions thereof.
- h. Approval should not be granted for clashes of practicum and labs.