

## Course Conflict Enrollment Petition

Students are not permitted to enroll in classes meeting during the same time period. Students are advised to enroll in alternative classes that will not conflict with their current class schedule. Exceptions to this policy will be permitted only on rare occasions when both courses are liberal studies or major requirements, no other feasible option exists, and appropriate accommodations can be made to ensure the student can be successful in both courses.

### Requirements for Enrollment in Conflicting Courses:

1. The student must be degree-seeking at KWU.
2. The student must have a demonstrated curriculum deficiency in the required area(s) of study.
3. Accommodations for both courses must adhere to the contact times associated with the scheduled courses.
4. A complete Course Conflict Enrollment Petition must be submitted to the Office of the Registrar **by the end of the first day of class as listed in the Academic Calendar.**
  - a. The petition must be approved by both instructors, the advisor, division chair, and Provost and must be signed by the student and the Office of the Registrar.
  - b. A description of the frequency and form of faculty student contact in each course must be included (tentative schedule may be needed).
  - c. A description of the curricular deficiency the request is to address.
  - d. A description of all other avenues explored before determining that enrollment in conflicting courses is the appropriate action to address the curricular deficiency.

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**Student's Name**

**ID/SS#**

**Date**

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**Semester and Year of conflicting courses**

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**Frequency and form of faculty/student contact to ensure success in both courses:** \_\_\_\_\_

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*Note: Attach additional pages if necessary.*

**Curricular Deficiency Description:**

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*Note: Attach additional pages if necessary.*

**Description of avenues explored:**

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*Note: Attach additional pages if necessary.*

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# KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (785) 833-4318

FAX: (785) 404-1485

E-mail: kdubhub@kwu.edu

<b>Course Currently Enrolled in:</b>	
<b>Course Number</b>	<b>Course Title</b>
<b>Meeting Days</b>	<b>Meeting Times</b>
<b>I am aware of and approve this course conflict and understand that it will affect this student's attendance:</b>	
<b>Instructor Signature</b>	<b>Date</b>

<b>Course (to add) that conflicts with the above course:</b>	
<b>Course Number</b>	<b>Course Title</b>
<b>Meeting Days</b>	<b>Meeting Times</b>
<b>I am aware of and approve this course conflict and understand that it will affect this student's attendance:</b>	
<b>Instructor Signature</b>	<b>Date</b>

I understand the courses listed above have a time conflict with meeting and/or test dates. I have discussed the added difficulty with my advisor and professors and I take full responsibility for my success in both courses.

\_\_\_\_\_  
**Student Signature** **Date**

\_\_\_\_\_  
**Advisor Signature** **Date**

\_\_\_\_\_  
**Div. Chair Signature** **Date**

**Supported**  **Not Supported**

\_\_\_\_\_  
**Office of the Registrar Signature** **Date**

**Approved**  **Not Approved**

\_\_\_\_\_  
**Provost Signature** **Date**

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
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