Time Conflict / Audit Grading Option form must be received in the Admissions and Records Service Windows no later than the 20th day of instruction.

Student ID # __________________________ Date __________________________

Last Name __________________________ First Name __________________________ Initial __________________________

E-mail __________________________ Telephone # __________________________

Code:
T = Time Conflict
AU = Audit

Term:
☐ Fall 20____
☐ Spring 20____

<table>
<thead>
<tr>
<th>Code</th>
<th>Class Number</th>
<th>Course</th>
<th>Instructor's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Policy and Procedures

**Student Initiated**

**Time Conflict** - Students cannot enroll in two courses which have a conflict in scheduling without the approval of the professors of both courses. The student should obtain the faculty signatures for both courses on this card and submit it to the Admissions and Records Service Windows no later than the twentieth day of instruction for the semester.

**Audit** - From the first through tenth days of instruction for the semester, a student can elect to audit a class as a regular enrolled student by obtaining the faculty signature on this card and submitting it to the Admissions and Records Service Windows.

FOR OFFICE USE ONLY

Admissions and Records Action:

Initial ______  Date: ____________

12/2015