



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____

Code	Class Number	Course	Instructor's Signature	Date

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: _____