

Permission Number: \_\_\_\_\_

**INSTRUCTIONS:**

The California State University Maritime Academy values class attendance and participation. It is not the general practice for the CSU Maritime Academy to approve overrides for Time Conflicts. If the form is INCOMPLETE, e.g., missing signatures or does not provide a reason for the request, or submitted after the add/drop deadline, student will not be permitted to enroll in the course. Forms will be processed during the open registration period through the last day of add/drop.

**STUDENT INFORMATION:**

Print Full Name:		Student ID:	
Major:		Class of:	
Select Term:	<input type="checkbox"/> Fall Semester Year: <input type="checkbox"/> Spring Semester Year:		

**COURSE INFORMATION:**

 \*Explanation from student for the request
   
 \_\_\_\_\_
   
 \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CURRENTLY ENROLLED IN:**

Course Subject, Number, Section and Title:	
Day(s) and Time of course:	
Faculty Name (printed) and Faculty Signature: Date:	

 \*Faculty must provide an explanation of how the student will make up "missed" course time:
   
 \_\_\_\_\_
   
 \_\_\_\_\_

**REQUEST TIME CONFLICT OVERRIDE FOR:**

Course Subject, Number, Section and Title:	
Day(s) and Time of course:	
Faculty Name (printed) and Faculty Signature: Date:	

 \*Faculty must provide an explanation of how the student will make up "missed" course time:
   
 \_\_\_\_\_
   
 \_\_\_\_\_

**DEPARTMENTAL APPROVALS:**

 Decision Required:  Approved  Denied

Student's Major Department Chair: (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** (1) If denied; appeals may be directed to the Office of the Registrar. Final decision will be made in consultations with the Academic Dean. (2) A courtesy notification will be sent to both Department Chairs of the courses listed above where a time conflict is being processed.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_