UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY | FACULTY OF ENERGY SYSTEMS AND NUCLEAR SCIENCE

Request for Course Timetable Conflict Approval

Supplemental Form
FESNS Academic Advising Office
905.721.8668 ext. 5509
fesnsadvising@uoit.ca
nuclear.uoit.ca

WHAT?	This form is used for students who wish to register for two classes where a conflict exists in the delivery times for the two courses.	
WHO?	The student must seek approval from both the course instructors and the program director for FESNS	
WHEN?	The form must be completed and submitted to the FESNS academic advising office before registration for both courses can be considered.	

Last name	First name	Student number
Program	Term	Date

Course timetable conflict request: I am requesting that the timetable conflict be waived for entry into the following courses:

Course Code	CRN	Day and time of conflicting courses	Instructor name	Instructor signature

Notes and conditions for approval:

1. To foster academic success, the Faculty strongly advises students not to seek permission to register in conflicting courses, and only permits conflicts where (a) strong justification for the request is presented, (b) a student has performed sufficiently well academically, and (c) the nature of each course lends itself to allow a timetable conflict.

2. Timetable conflicts are normally allowed only in situations where one of the conflicting courses (or its equivalent) has been taken previously and performance in that course was adequate. The course time to be missed is normally for the course being repeated when a timetable conflict is approved.

3. Timetable conflicts for a set of courses are normally not allowed to exceed one hour per week.

4. The student (a) is responsible for making alternate arrangements for tests, quizzes and other course evaluations, (b) takes responsibility for missing lectures/labs/tutorials and for completing all assigned work, and (c) acknowledges that timetable conflicts are not recommended and that poor performance due to allowed timetable conflicts cannot be used as grounds for a course appeal.

5. The completed form must be returned to the Faculty of Energy Systems and Nuclear Science and presented to the academic advising office for consideration of approval for the waiver requested in order to register.

Student Acknowledgement and Acceptance

If granted permission for course conflicts, I accept responsibility as stated above in the notes and conditions for approval:

Student signature:_____ Date:_____

Program Approval

Program dean (or designate) (please print):_____

Program dean (or designate) signature:_____ Date:_____