

MEMO TO: Student Academic Services, Holmes 250
College of Engineering

FROM: _____ Instructor _____ Instructor

_____ Course # and CRN _____ Course # and CRN

SUBJECT: Request for Time Conflict Approval for:

_____ Student's Name _____ UH ID Number

_____ Student's UH Email Address

This is to inform you that we are aware that the above named student has a time conflict with our classes and that if he/she will be late to one class or has to leave early to get to the other class, that we are willing to accommodate the student so that he/she will not fall behind.

THIS SECTION MUST BE COMPLETED BY THE INSTRUCTOR
The student will make up the missed class time and keep up with assignments in the following ways:

_____ Instructor's Signature _____ Date _____ Course

_____ Instructor's Signature _____ Date _____ Course