



## PETITION TO ADD TIME CONFLICT COURSE

### Instructions:

1. Please print all information as requested below.
2. Sign completed form.
3. Acquire Instructor signature(s).
4. Obtain Program Director signature if exceeding 20 units.
5. Submit form.

**Please note: Adding a course after the course selection deadline will result in a \$15 fee applied to your Term bill. After the Add/Drop deadline, a \$30 fee will be applied. Please adhere to all deadlines listed in the academic calendar found on [422.gsd.harvard.edu](http://422.gsd.harvard.edu).**

### STUDENT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

HUID # \_\_\_\_\_ Degree Program(s) \_\_\_\_\_

Please ADD the following course(s) with a time conflict to my schedule:

Course Number	Course Title	Instructor Signature*

*\*Signature of the instructor for course to be missed is required.*

If by adding the above course(s) you exceed 20 units, please list the courses from your course list in GROPIUS and acquire the signature of your program director.

Course Number	Course Title	Units

Student Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(if exceeding course limit)

Submit this form to the Document Drop-off Box outside the Office of Student Services, Gund Hall, Room 422, e-mail to [registrar@gsd.harvard.edu](mailto:registrar@gsd.harvard.edu), or fax to (617) 495-8949.