

Petition to Allow Time Conflict Form

Generally, students cannot enroll in two or more courses if they meet at the same time and/or are overlapping. However, California Title 5, Section 55007 may allow overlapping enrollments in extenuating circumstances.

Title 5 reference: Section 55007 (b). Overlapping Enrollments

(b) A district may not permit a student to enroll in two or more courses where the meeting times of the courses overlap, unless the district has established and incorporated into its attendance accounting procedures adopted pursuant to section 58030 a mechanism for ensuring that the following requirements are satisfied:

- (1) the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
- (2) an appropriate district official approves the schedule;
- (3) the college maintains documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under the supervision of the instructor of the course.

Both the student and instructors must read, understand, and submit all necessary forms for the student to receive permission to overlap enrollment. Please read and complete each step.

1. Student will have a conversation with each instructor explaining why overlapping enrollment is necessary and for all parties to understand what is required for approval.
2. Student will register for ONE of the courses that has a time conflict via web registration.
3. Student will complete the Petition to Allow Time Conflict Form and submit it to the Admissions and Records Office for approval.
4. If petition is approved, the Admissions and Records Office will register the student for the overlapped course. The student and instructor are responsible to complete and submit the meeting log at the end of the quarter.
5. If the petition was denied, reasons and comments will be listed.

Petition to Allow Time Conflict Form

Student Information

Last Name	First Name	CWID Number
Student Email	Phone	

Quarter: Summer Fall Winter Spring Year: 20____

1st Course

CRN	Course Name	Class Day	Class Time	Units	Instructor Name	Minutes Missed

2nd Course

CRN	Course Name	Class Day	Class Time	Units	Instructor Name	Minutes Missed

Justification for Request: Please explain in detail why you must take these courses at these times. A scheduling convenience is not sufficient justification.

To be completed by instructor of class for which time will be missed.

- As an instructor of the class, I understand that I am required under California Title 5 Section 55007, to provide documentation “that the student made up the hours of minutes of overla.”
 - Instructor Initials _____
- I will meet with that student weekly for _____ minutes.
 - Instructor Initials _____
- I will complete a detailed log, with my signatuire that the student will submit to the Admissions & Records Office before the last day of class.
 - Instructor Initials _____

Instructor Signature

Date

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Instructor Signature: _____

Date: _____

Dean Signature: _____

Date: _____

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