

Course Time Conflict Approval Petition

Petition for: ___ Fall ___ Spring ___ Summer

Student's Name: _____

Student ID#: _____

STUDENT INSTRUCTIONS:

Enrollment in courses that have a time conflict is prohibited by **state regulations** except in cases where there are extenuating circumstances (scheduling convenience is not acceptable). If you believe you have an extenuating circumstance and wish to petition to take a course that conflicts in time, you must discuss your situation with the instructor of the class in which you will "miss" the regularly scheduled time. If the instructor accepts the extenuating circumstance as a valid reason to justify the overlap in time to the state, the instructor may approve this petition. If approved by the instructor (authorization required below), submit this form with an add card to the Registration Office. At that time, the overlapping class will be added to your schedule.

In courses (other than television/media), **the student must make arrangements with the instructor to make up the hours of overlap/conflict at some other time during the same week time was missed.**

Check appropriate box below:

- REGULAR (not television/media) CLASS:** I am petitioning to take two Yuba College classes at overlapping or conflicting times. I have read the information above and will make arrangements with the instructor to make up the hours missed at some other time during the same week the time will be missed.

List here the class in which you will be missing time:

Class Code	Course Dept. & No.	Title of Course	Instructor	Days	Hour

My extenuating circumstance for this request is **(scheduling convenience is not acceptable per California Title 5 regulations):**

INSTRUCTOR USE ONLY:

In order for the college to receive FTES funding for this student's enrollment in your class, the college may permit the overlapping schedule if (a) rational justification (scheduling convenience is not acceptable) on a student-by-student basis can be established and is documented by the faculty and (b) the faculty maintains documentation 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 appropriate supervision (see below).

➔ INSTRUCTOR:

If you agree that the student's extenuating circumstance (scheduling convenience is not acceptable) is a valid reason to justify the conflict in time, and you are authorizing the conflicting time enrollment in your class, CHECK APPROPRIATE BOX BELOW, and SIGN FORM:

- I am authorizing the overlapping time conflict in my college class (listed above). I certify that I will make arrangements with the student to make up the hours of overlap (time not attended) at another time during the same week under supervision. (NOTE: In a Positive Attendance class, count ALL hours of attendance for reporting on the Grade Input Roster.)

Date Signed

Instructor's Signature