



## TIME CONFLICT REQUEST

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. All sections must be filled out and signed by the student and instructor. Requests must be submitted prior to the deadline to add classes and can take between 5-7 business days for review.

**Students must make arrangements with the instructor to make up the hours of overlap/conflict at some other time during the same week that time was missed.**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Enrollment Term:  Fall  Spring  Summer Year: \_\_\_\_\_

	Course Code	Course Title	Instructor	Days	Class Times	Time Missed
<b>Example 1:</b>	ART-5-D9041	Art Appreciation	E. Degas	MW	9:00-10:15am	15 minutes
<b>Example 2:</b>	CHEM-1A-D9156	General Chemistry	M. Curie	MW	10:00-11:50am	
<b>Course 1:</b>						
<b>Course 2:</b>						

### To Be Completed by the Student:

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed by the Instructor of the Overlapping Class:

**Document how and when the time missed from your course will be made up by this student.** Per Title 5-section 55007, the college requires “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.”

Course Code	Instructor	Days	Make Up Times	Time Made Up	Comments
ART-5-D9041	E. Degas	MW	8:45am-9:00am	15 minutes	Student will meet before class to review missed coursework.

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 documents 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.

Instructor Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**  Approved  Denied Processed by: \_\_\_\_\_ Date: \_\_\_\_\_