



# Course Time Conflict Approval Petition

Admissions and Records  
 2300 E. Gibson Road, Woodland, CA 95776  
 (530) 661-5700

Date: \_\_\_\_\_ Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_ 20: \_\_\_\_\_

Student 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. All sections of this form must be filled out and signed by the student and instructor. Submit the form to the Admissions & Records Office. The form will then be submitted to the Dean of Instruction/Learning Resources for final approval. Make sure to turn in the petition **prior to the deadline to add classes**. Petition decisions can take between [5-7] working days for review.

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 that time was missed.**

*Regular (non television/media) class: I am petitioning to take two Yuba Community College District 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.*

Class Code	Dept & No.	Title of Class	Instructor	Days	Times of Class	Check Class To Be Made Up	Weekly Time To Be Made Up
(EXAMPLE): 3524	MUSIC 15	Popular Music in the US	J. Abigana	MW	4:00PM-5:15PM	x	15 minutes
(EXAMPLE): 3460	ENGL 51	Preparatory Comp and Read	T. Schmits	MW	5:00PM-6:50PM		

**To be completed by student:**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Student Signature

**Office Use Only:**       Television/Media Course       Regular Course  
 REV. 2/11

Please see reverse for further instructions

**TO BE COMPLETED BY INSTRUCTOR OF OVERLAPPING CLASS:**

If the student provides sound justification and if you are willing to allow this student to enroll in a course that conflicts with your course, **please 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.”

DAYS	TIMES	WEEKLY TIME MADE UP	COMMENTS
(EXAMPLE): Wednesdays	(EXAMPLE): 7:00- 7:10PM	10 Minutes	(EXAMPLE): Student will meet with me for 10 minutes after class to review coursework missed in class.

**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 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 (see below).

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Instructor of Overlapping Class - Print Name  
\_\_\_\_\_  
Instructor of Overlapping Class - Approval Signature

**Action of the Dean of Instruction/Learning Resources:**

Approved                       Denied

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Dean of Instruction/Learning Resources - Approval Signature