

# AMERICAN RIVER COLLEGE

## Time Conflict/ Class Overlap Petition

Please fill out completely. PRINT legibly and clearly.

FOLLOW INSTRUCTIONS ON THE BACK

Student ID Number

Received by/date: (Admissions Staff Only)

/

NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_ DATE \_\_\_\_\_

\*Students must have **ADD SLIP** or **LATE ADD PETITION** attached. You will be notified of petition outcome via your **Email Address** on file.\*

\*Enrollment **must** be completed in person, **NOT ONLINE.**\*

**① Notice to Student:** California Education code (also known as Title 5, section 55007) states the following:

(b) A district may not permit a student to enroll in two or more courses where the meeting times for 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 the 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<br>(e.g. 11111) | Course Title<br>(e.g. BIOL 102) | Meeting Days<br>(e.g. M/W/F) | Time of Course<br>(Start & End) | Term<br>(Fall 2019) | Instructor's Name<br>(print) | Number of minutes missed per week<br>(e.g. 30min/wk) |
|-----------------------------|---------------------------------|------------------------------|---------------------------------|---------------------|------------------------------|--|
|                             |                                 |                              |                                 |                     |                              |  |
|                             |                                 |                              |                                 |                     |                              |  |

**② Student's Justification for Request:** (Justification must be consistent with the description in ① above and instructions on the back. Attach supporting documentation or form will not be processed.)

*I understand that it is my responsibility to fulfill the requirements of each class as I will be receiving full credit for both of them.*

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

**③ NOTICE TO INSTRUCTORS ONLY:** A time conflict between your course and another course of the student's choice exists. 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. (b) Faculty maintains documentation that the student made up the hours of overlap in the course missed, partially or wholly, at some other time during the same week under appropriate supervision. See Education Code listed above. If you are willing to allow this student to enroll in your course with this conflict, (**scheduling convenience is not acceptable**) check appropriate box below:

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).

I do not authorize the overlapping time conflict in my college class listed above.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Area Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ADMISSIONS STAFF ONLY

Your petition has been reviewed and your request has been:  Approved  Denied  No Action

Administrator's Signature (Admissions Staff Only)

Date

#### ACTION TAKEN

Tracking Log  Processed  Phone  Not Processed

Processed By/Date: \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_

#### ADDITIONAL ITEMS NEEDED to COMPLETE PROCESS

Add Slip  Late Add Petition

Repeat Petition

Exceed Unit Petition

Pre-Requisite Equivalency Form



# American River College

## Time Conflict/Class Overlap Petition Instructions

### PURPOSE OF THE TIME CONFLICT/CLASS OVERLAP PETITION

The **Time Conflict/Class Overlap Petition** provides students an opportunity to request enrollment in a course which occurs at the same time as another course.

See the **ARC Catalog** for policies related to your request. Deadline dates are mandated by the State of California and are not arbitrarily set by the college.

**Consideration of exceptions to policies is, therefore, a very serious matter.** Exceptions will be granted when documentation showing a course has time conflict/class overlaps.

### INSTRUCTIONS

- Complete the student information section at the top of the form.
- Section ① - Carefully read the **Notice to Student**. Fill in the course information for the two courses that are conflicting. **The course you will miss the time will go on the first line.** Approximate the number of minutes that you will be unable to attend during the normal hours of instruction for the entire semester (*this is the time you will need to make up weekly*).
- Section ② - **Explain** what circumstances apply to this request. Attaching additional explanation or documents as needed. Please note that a scheduling inconvenience **is not** a valid reason to request a Time Conflict/Class Overlap Petition. Sign and date this section.
- Section ③ - The instructor's and dean's signature of the course you will miss the time is required.
  - **Instructors:** Please carefully read this section and check the appropriate box. If you have any questions, please contact the Admissions at 484-8261.
  - **Area Deans:** Your signature is required in order for this petition to be processed. A petition without both signatures will not be accepted for processing. **Reminder: The instructor and dean signature required only from the class that you will miss the time from.**
- **Submit** this form at the ARC Admissions Office.

### PLEASE NOTE

- This form is available at the ARC Admissions Office and on the ARC website. *An example of a completed form is available on the website for reference. [www.arc.losrios.edu/admissions](http://www.arc.losrios.edu/admissions)*
- **Add Slip or Late Add Petition is REQUIRED** (*see registration guide for enrollment dates*)

You will be notified by **e-mail** of action taken approximately **10 business days** after you have submitted your Petition.