



CITY COLLEGE OF SAN FRANCISCO

PETITION TO ALLOW TIME CONFLICTS/OVERLAPPING CLASSES

Step 1: Complete personal information.

Last Name First Name Student ID Number

Student Email: _____ Phone: _____

Student Signature: _____ Date: _____

Step 2: List the semester and course information for both course below.

Semester (circle one): Fall Spring Summer Year: 20_____

1st COURSE:

CRN#	SUBJECT	COURSE	DAYS	TIME	UNITS	INSTRUCTOR NAME

2nd COURSE:

CRN#	SUBJECT	COURSE	DAYS	TIME	UNITS	INSTRUCTOR NAME

Step 3: Justification for the request of need (Note: Scheduling convenience is not sufficient justification. See page 2 for Title 5 reference for detail. Attach additional pages if necessary.)

Step 4: Take the petition to the instructor of the course in which you will be required to make up time for approval.

TO BE COMPLETED BY INSTRUCTOR OF CLASS FOR WHICH TIME WILL BE MISSED

A. 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 or minutes of overlap.”
_____ *Instructor Initials*

B. I will meet with the student weekly for _____ minutes (start and end times) beginning with first meeting through end of semester. _____ *Instructor Initials*

C. I will submit the detailed log, complete with my signature and that of the student on the last day of the semester to the School Dean. _____ *Instructor Initials*

D. I understand that the completed and signed log is an official record of attendance and must be submitted to the School Dean by the last day of the semester. _____ *Instructor Initials*

_____ _____

Signature of Instructor Date

Step 5: Approval by School Dean of the Department you are missing class time (Signature required)

School Dean Signature: _____ Approved Denied Date: _____

Step 6: Return completed form to Admissions & Records, Registration Center, Multi-Use Building Rm 130B.

(Conflict + CRN) Processed by: _____ Date: _____

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 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 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.

LOG OF MEETINGS - OFFICIAL RECORD OF ATTENDANCE

TO BE SUBMITTED TO SCHOOL DEAN OF THE DEPARTMENT YOU ARE MISSING CLASS TIME

Student Name _____ Student ID Number _____

CRN _____ SUBJ & CRSE: _____ Term: __Spring __Summer __Fall Year: 20 _____

The instructor of class for which time will be missed must establish a contract with the student to cover class minutes missed.

During the semester, student and instructor will meet weekly, record the meeting date below and sign it.

At the end of the semester, Instructor will submit the Log to School Dean on the last day of the semester. Once completed and signed, this log will be the official record of attendance and be kept on file by the School Dean for three years.

Course: _____ Semester: _____ Year: _____ Instructor: _____

Week	Date of Meeting	Start Time	End Time	Minutes*	Signature of Student	Signature of Instructor
	Example: 01/30/17	2:30	2:35	5		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

*Minutes must be at least equal to the overlapping minutes missed during the semester. (Make copy if addition pages are needed)

Log has been reviewed and approved by: _____
School Dean Signature
Date