OFFICE OF ADMISSIONS AND RECORDS

PETITION TO REGISTER IN CLASSES WITH OVERLAPPING TIMES

STUDENT’S NAME ___________________________  Student ID# ___________________________
  (PRINT ONLY)  

ADDRESS ___________________________  TEL. No. ( ) ___________________________
  (STREET)  

  (CITY)  (STATE)  (ZIP)  

NOTICE: Students may not register in two classes which meet at the same time or whose schedule meeting times overlap. In certain cases, when students might otherwise be denied the opportunity to complete their studies in a reasonable period of time, exceptions may be approved by completing this form with the Admissions Office before the end of the third class meeting. Approval of a petition will require: (1) A rational justification( not scheduling convenience ), (2) A written plan by the faculty member assigned to the second class indicating the manner by which the student will be required to make up the time of overlap. Approval will not be granted to register in two classes with overlapping lecture sessions, and (3) Overlap of 10 minutes or more requires signature of Division Dean and VP. of Academic Affairs.

Semester ___________________________  Year ________  Date ___________________________

List the class to be attended as scheduled as class 1. Class 2. in class to be attended with a modified schedule.

Class No 1.  
  Sect.#  Course name & #  Meeting times: ___________________________

Class No 2.  
  Sect.#  Course name & #  Meeting times: ___________________________

Attach on separate sheet the faculty’s proposal of weekly schedule for making up overlapping hours for class No 2: 
Attach on separate sheet the petitioner’s statement of justification:

Students Signature:  ____________________________________________

Approval signature of instructor for Class No 1:  ____________________________________________

Approval signature of instructor for Class No 2:  ____________________________________________

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Division Dean  ___________________________  Date  ___________________________

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VP. Of Academic Affairs  ___________________________  Date  ___________________________

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Registrar, Admissions & Records  ___________________________  Date  ___________________________

Rev.TP  09/18