



Time Conflict Resolution

Completed forms must be given to the Division Dean for review. If approved, students must submit form in-person to the Enrollment Services Office to enroll in the course.

Students may enroll in two classes that overlap (beginning and/or end time) only if the time conflict has been approved by the Instructor and the Division Dean.

TO BE COMPLETED BY THE STUDENT

Today's Date: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Student ID: w _____ Birthdate: _____ Phone: _____

Student Email: _____

Term: Fall Spring Summer Year: _____

Conflicting Courses (Course 1 is the class where the time will be missed):

Course 1 Name/Section #: _____ / _____ Meeting Days/Time: _____ / _____

Course 2 Name/Section #: _____ / _____ Meeting Days/Time: _____ / _____

Justification for need to take overlapping courses: _____

Student Signature: _____ Date: _____

TO BE COMPLETED BY INSTRUCTOR

APPROVED DENIED

Instructor's description of how work will be made up each week: _____

Instructor Signature: _____ Date: _____

TO BE COMPLETED BY DIVISION DEAN

APPROVED DENIED

Comments: _____

Dean Signature: _____ Date: _____

ENROLLMENT SERVICES OFFICE USE ONLY

Staff Initials: _____ Date: _____



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INSTRUCTIONS FOR TIME CONFLICT RESOLUTION

California Title V Regulations, Section 55007 states that a college district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides sound justification, other than scheduling convenience, for the overlap;
- An appropriate district official approves the schedule; and
- The college maintains documentation describing the justification, 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.

STUDENT AND FACULTY INSTRUCTIONS:

1. Faculty and staff who are contacted by students regarding any time conflicts will direct students to the appropriate Division Dean to discuss their justification for a time conflict and to obtain a Time Conflict Resolution Form.
2. If justification is approved, Division Dean will give the student a Time Conflict Resolution Form to take to the instructor of the class where instructional time will be missed.
3. The instructor must describe how the student will make up the minutes/hours missed. The missed time must be made up during the same week under the supervision of the instructor of the course.
4. The instructor will maintain a weekly record to document how the student made up the missing instructional time. Each division will develop a procedure of how this weekly documentation will be maintained.
5. After the student and instructor complete the form, the student will return the form directly to the Division Dean for review. If approved, the student will take the form to the Enrollment Services Office to enroll in the course. The form must be submitted with the Course Registration Form at the time of registration.
6. District auditors may request Division Deans to provide time conflict documentation at the end of each semester.