

Petition for Overlapping Classes

Students may enroll in overlapping classes only if they provide sufficient justification and obtain approval from one of the instructors to make up missed time during the same week. The time conflict cannot exceed 15 minutes, and the instructor overseeing the makeup time must specify how it will be completed, in accordance with California Code of Regulations, Title 5 §55007. ***This process must be finalized before the last day to add a class.***

Instructions:

1. Student: Complete Section I and email the form to the faculty member whose class will be missed.
2. Faculty: Complete Section II and email the form to the Division Office, cc'ing the student, for Division Dean review and approval.
3. Division Dean: If overlap is approved, email the form to the Office of Instruction for Vice President review and approval, cc'ing the student.
4. Office of Instruction: If overlap is approved, email the form to Admissions & Records for processing, cc'ing the student.

Section I: Student Information				
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			Date:	
Student Name:			Student ID#:	
SBVC Email Address:				
Overlapping Courses				
	Ref/Sec #:	Course Prefix & Number:	Time of Class:	Day of Class:
Course 1:				
Course 2:				
Why are both classes required at this time?				
Student Signature:				

Section II: Instructional Plan and Faculty and Approval	
<i>To be completed by the faculty of the overlapping class.</i>	
Specify how the student will make up the weekly missed time during the same week which the class hours and content are missed:	
Faculty Name:	Signature:



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Section III: Division Dean Review and Approval

Approve Deny

Justification for denial:

Name:

Signature:

Section IV: Vice President of Instruction Review and Approval

Approve Deny

Justification for denial:

I agree that rational justification exists and that this document will be retained for audit purposes.

Name:

Signature: