



TIME CONFLICT PETITION

Year: _____ Term: _____

Students may enroll in two classes that coincide (beginning and/or end times) only if the time conflict has been approved by the Instructor and the appropriate Dean. Student should allow 7 to 10 working days for a response.

Part I: Student directions

1. Complete the form and submit the form to the instructor of the affected class.
2. If the instructor agrees to create a plan to allow the student to make up the time, the student will then take the form to the appropriate instructional dean. The instructor is under no obligation to complete and sign the petition.
3. Student will be notified of the outcome of the petition via student email, and, if approved, may send this form along with a Course Registration form to Admissions & Records by submitting this form to ccadmissions@yosemite.edu

To be completed by the student:

Last Name: _____ First Name: _____ W Number: _____

Student Phone Number: _____ Student Email: _____

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

Course 1: Course Name/Section# _____ / _____ Meeting days/time _____ / _____

Course 2: Course Name/Section# _____ / _____ Meeting days/time _____ / _____

Justification for need to take coinciding courses: **TYPE YOUR JUSTIFICATION IN THE SPACE BELOW**

Student's Signature: _____ Date: _____

Part II: Instructor Directions (Instructor's description of how work will be made up each week):

1. 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.
2. Instructor must submit detailed attendance records to the Dean at the culmination of the term.
3. Attach the specific plans for arrangements created to make up the time missed.

Instructor's Signature: _____ Date: _____

Part III: Dean's comments:

Approved ☐

Denied ☐

Dean's Signature: _____ Date: _____

Date A&R Notified Student: _____

A&R Staff Initials: _____