

INSTRUCTIONS FOR COMPLETING THE TIME CONFLICT PETITION FORM

As a general rule the State of California prohibits student's attendance in two or more courses which meet at the same or overlapping time for which a California community college will claim funding for that student's attendance. However, it is recognized that without an occasional overlap in schedule, students could be denied the opportunity to complete their studies in a reasonable period of time. In order to accommodate this possibility the College of Marin will permit a student to enroll in overlapping courses if (a) rationale justification (scheduling convenience is not one) on a student-by-student basis can be established and can be documented by the College and (b) the College maintains documentation that each 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 appropriate supervision.

Please adhere to the following instructions in completing the Time Conflict Petition Form:

1. Print your name and contact information legibly in the spaces provided.
2. Print your Social Security Number and Marin Student I.D. number in the spaces provided.
3. Indicate the date in the space provided.
4. Indicate the Section Number, Class Title, Meeting Days, Meeting Times, Semester Units for the first and second courses in the spaces provided.
5. Obtain the signatures of the first course instructor and second course instructor.
6. Complete a statement of justification in the Justification for Concurrent Enrollment box.
7. Obtain a certification statement from the instructor of the first course that the hours of overlap in the course will be made up at some other time during the same week of instruction and under appropriate supervision.
8. Submit the completed Time Conflict Petition form to the Office of Admissions and Records.

NOTE: Obtaining the approval of both instructors does not necessarily indicate that your petition to enroll two courses concurrently (overlapping times) will be approved. The Dean of Enrollment Services will review your Petition and will make the final decision either to approve or deny your petition request. You will be notified as to the approval or denial of your Petition by the Dean of Enrollment Services.