

**PLEASE PRINT AND USE INK.**

Please review instructions on reverse before filling out form. Allow 10 working days, from date received, for review process.

DATE \_\_\_\_\_

**COM ID #**

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☐ KENTFIELD CAMPUS    ☐ INDIAN VALLEY CAMPUS

NAME

LAST

FIRST

MIDDLE INITIAL

**DAY PHONE**

## MyCOM E-MAIL

AREA CODE

TELEPHONE NUMBER

Response will be emailed.

## FIRST COURSE

CRN	CLASS	ADD CODE	DAYS	TIMES	UNITS	PRINT INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE
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## SECOND COURSE

CRN	CLASS	ADD CODE	DAYS	TIMES	UNITS	PRINT INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE
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**JUSTIFICATION FOR CONCURRENT ENROLLMENT (STUDENT COMMENT)**

### INSTRUCTOR CERTIFICATION MAKE-UP HOURS OF INSTRUCTION

PRINT INSTRUCTOR'S NAME \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

DATE

## OFFICE USE ONLY

RECEIVED BY

DATE

☐ APPROVED      ☐ DENIED. REASONS FOR DENIAL:

DEAN OF ENROLLMENT SERVICES SIGNATURE

DATE
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## **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 COM I.D. number in the spaces provided.
3. Indicate the date in the space provided.
4. Indicate the CRN, 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 for the course that the hours of overlap will be made up at some other time during the same week of instruction with appropriate supervision.
8. Submit the completed Time Conflict Petition form to the Office of Enrollment Services.

**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 of approval or denial by MyCOM email.