



Admissions & Records Petition for Overlapping Classes

Any petition received which has an overlap of more than eight (8) hours for the semester will be denied.

- ☐ A detailed contract (see backside of this form) explaining how the missed time will be made up during each week in which the time was missed must be completed prior to submission. Both, the Instructor of Record and Student must sign the contract agreement. Time made up must be face to face with the instructor of record, not extra assignments.
- ☐ Both the Instructor of Record and Student must sign below.
- ☐ Review of the petition and contract will be completed within three to five (3-5) business days. The Office of Admissions and Records will notify the student regarding the outcome of the petition.

Last Name

First Name

Student ID Number

Email

Telephone Number

I need to enroll in the following conflicting classes because _____
_____.

Current Course Enrolled in: Course Name _____ Section # _____ Semester _____ M T W Th F S Su Time _____ AM/PM	Course Creating Overlap: Course Name _____ Section# _____ M T W Th F S Su Time _____ AM/PM
The student will miss _____ minutes each week, for a total of _____ hours for the duration of the course, (min. x mtgs. divided by 60).	

I agree to meet with the student outside of the class each week for the amount of time the student will miss during the normal class meeting. In addition, my signature below approves the student to add my course and verifies the student's first date of attendance is prior to the add deadline.

Instructor's Signature

Date

First date of attendance

I agree to meet with the instructor outside of class each week for the amount of time I will miss during the normal class period. I agree to be added into the course and will pay at the time I am registered.

Student's Signature

Date

☐ Approved ☐ Denied Admissions & Records Staff: _____ Date: _____

Comments: _____

Action: ☐ Date Enrolled _____ ☐ Pre Term Submission ☐ Resubmit ☐ Class Closed

☐ New Contract ☐ Too Much Time ☐ Waitlisted # _____

Directions for Completing the Petition for Overlapping Classes

1. Print name, student id number, and contact information legibly in the identified spaces.
2. Indicate the specific reason enrollment in the conflicting courses is necessary. Convenience or preference is *not* a justifiable reason for overlapping course enrollment.
3. Enter the course information, semester, and course meeting times in the available box. Course names should be written in the following format: ADJ-200
4. Indicate the total number of minutes to be missed each week and the total hours for the semester. Total hours can be determined by multiplying the number of minutes by the number of class meetings and then dividing by 60.
5. Meet with the Instructor of Record to develop a contract (below) explaining how the missed time will be made up. The contract must specify dates and actual hours the missed time is to be made up as well as the signature of the instructor and the signature of the student.
6. The Instructor of Record must sign and date the form and indicate the first date of attendance (if course has met).
7. The student must review the statement and sign and date the form.
8. The completed form and contract must be submitted to the Office of Admissions & Records.

Overlap Contract

Please use the following space to detail how the missed time will be made up. Actual face to face time is *required*; missed time may not be made up through extra assignments. It is the instructor of record's responsibility to track and verify the makeup of student hours.

Missed time will be made up as follows:

DATE	HOURS

Instructor of Record Signature: _____ Date: _____

Student Signature: _____ Date: _____