

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: _____