



# Petition to Allow Credit Student Schedule Conflicts

Per Title 5, California Code of Regulations, Section 55007

The student may email the completed form to: [marianqm@hancockcollege.edu](mailto:marianqm@hancockcollege.edu)

Please print legibly using a blue or black pen

Semester and year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

AHC Student ID Number: H \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Enter the course information for both courses in which you wish to enroll (if applicable, you must meet the prerequisite(s) of the course you are attempting to add):

_____	_____	_____	_____	_____	_____
CRN	Course Name	Dates of Course	Day(s) course meets	Time course meets	Instructor

_____	_____	_____	_____	_____	_____
CRN	Course Name	Dates of Course	Day(s) course meets	Time course meets	Instructor

**To be completed by the student -- (Please type or print legibly – you may add additional paper if necessary).**

1. In detail, explain why you must take these courses at these times: \_\_\_\_\_

\_\_\_\_\_

2. In detail, explain why you need both classes in the current semester: \_\_\_\_\_

\_\_\_\_\_

3. Attach a copy of your current class schedule, from myHancock.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**Admissions & Records Use only:**

\_\_\_\_\_  
Signature, Director, Admissions & Records

\_\_\_\_\_  
Date

Approved

Denied

Reason for denial: \_\_\_\_\_

Appeal: Vice President, Student Services

\_\_\_\_\_  
Signature, Vice President, Student Services

\_\_\_\_\_  
Date

Approved

Denied

Reason for denial: \_\_\_\_\_

The Admissions and Records office requires accurate documentation for each of the overlapping hours, which are not attended at the regularly scheduled time. **Time "made up" must be done under appropriate supervision.** A rational justification on a student-by-student basis must be established. Justification that will be considered is that the student needs the "conflicting" course in order to complete his/her course of studies in a reasonable period of time.

**TIME CONFLICT – MAKE UP SCHEDULE**  
**(To be completed and signed by the instructor of record)**

*Print clearly, using a blue or black pen*

Student's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

AHC Student ID Number: H \_\_\_\_\_

List the information for all courses in which the time conflict exists:

CRN	Class	Day(s)	Time
ie(76543)	ie (PE 442)	ie(MW)	ie (9:30 – 11:05)
ie(76321)	ie (Math 672)	ie(MW)	ie (11:00 – 12:30)

**Instructors:** The times listed below may not conflict with any part of the student's established registration schedule. In addition, both California Education Code Section 88240 and Title 5 Section 58056 require that hours be made up **outside of class be under the supervision and control of a certificated employee.**

**To be completed by instructor**

A time conflict exists between your class and another course of the above student's choice. The college may permit the overlapping schedule, if:

- 1) rational justification (*scheduling convenience is not one*) on a student-by-student basis, can be established and can be documented by the instructor; and
- 2) the instructor maintains documentation that the student made up the hours of overlap in the course partially or wholly at some other time during the same week, under appropriate supervision or other special approved arrangements. This documentation must be available if requested by auditors.

**Do NOT leave this area blank.**

Please print legibly and specifically state **how the student will make up the hours missed from class.** *You must also complete the information in the table below.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Instructor's signature

\_\_\_\_\_  
 AHC extension

\_\_\_\_\_  
 Date

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am – 9am							
9am – 10am							
10am – 11am							
11am – noon							
noon – 1pm							
1pm – 2pm							
2pm – 3pm							
3pm – 4pm							
4pm – 5pm							
5pm – 6pm							
6pm – 7pm							
7pm – 8pm							

Instructor Printed Name: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Submit along with your time Conflict Form**



**TO:** Students with Schedule Conflicts  
**FROM:** Director, Admissions and Records  
**SUBJECT:** Schedule Conflicts

According to Title 5 Section 55007, students are not allowed to enroll in two or more credit courses, which meet at the same or overlapping times.

However, overlap in student schedules may be allowed if there is:

1. rational justification for the overlap, and
2. class time missed is made up in another section of the same class during the same week under appropriate supervision or by special, approved arrangements.

If you feel these two conditions can be met, complete both sides of the time conflict form. The instructor, of the course that you are missing time from to attend the other course, must complete the instructor portion and the time conflict make-up schedule. It is imperative that this information is complete and accurate. If applicable, you must meet the prerequisite(s) for the course(s) in which you are requesting time conflict approval.

The student must submit the completed petition to the Admissions & Records office for review. The form may be scanned and emailed to the Director, Admissions & Records at: [marianqm@hancockcollege.edu](mailto:marianqm@hancockcollege.edu) or submitted in person to Admissions & Records staff at the Santa Maria campus or the Lompoc Valley Center.

The student's petition for a schedule conflict will be reviewed and approved/disapproved. **You will not be permitted to enroll in classes for which a schedule conflict exists until this petition is approved.**

The student's petition will be reviewed within 48 hours. In most cases, an Admissions and Records staff member will contact the student regarding the outcome of the petition. However, it is **the student's** responsibility to contact the Admissions and Records office in building A on the Santa Maria campus to learn if the petition was approved or denied. The student may make your contact in person or by phone. Please contact the Director, Admissions and Records at 805-922-3323 or email at [marianqm@hancockcollege.edu](mailto:marianqm@hancockcollege.edu)

If approved, the student must register and pay appropriate fees **by the last day to add classes** as published in the schedule of classes.

If you wish to appeal the decision of the Director, Admissions and Records, you may make an appointment to see the Vice President, Student Services, located in building A on the Santa Maria campus. Please call: 805-922-6966 ext. 3650 to schedule an appointment.