SB CC

SANTA BARBARA CITY COLLEGE

PETITION TO ALLOW TIME CONFLICTS

BP/AP 5047 Multiple and Overlapping Enrollments only permits requests for time conflicts of no more than 10 minutes.

Step 1: Complete personal information.

Name _____ Banner I.D. K_____
<div style="margin-left:2em">Last   First   Middle</div>

Email _____ Phone _____

Step 2: List the course information for both courses below.

Semester (circle one): Fall   Spring   Summer   Year: 20____

Example:

50147	ART 101	Handlosser, D J	T, R	9:35a.m. – 10:55 a.m.
CRN	Course Description	Instructor	Days	Times

Course #1: _____
<div style="margin-left:2em">CRN   Course Description   Instructor   Days   Times</div>

Course #2: _____
<div style="margin-left:2em">CRN   Course Description   Instructor   Days   Times</div>

Step 3: Write a brief statement explaining why you must take these courses at these times.
_____
_____
_____
_____

Step 4: Take the petition to the instructor of the course in which you will be required to make up time. Obtain 1) description of day(s) and time(s) when missed course time will be made up and 2) approval signature.

Instructor use only

The hours to be made up outside of class must be directly supervised by the instructor of the course. The make up time must be recorded on instructor records and submitted with final grade documentation at the end of the semester.

Please record the specific day(s) and time(s) that the missed class time will be made up under your direct supervision. If the missed time is being made up in another CRN of the same course, provide that information.

Day(s)_____Time(s)_____

Comments:_____
_____

_____
Instructor's Approval / Signature   Date

Step 5: Sign and date the petition. Submit the completed petition to Admissions & Records for review. This petition will only be considered for approval if extenuating circumstances exist and all requirements are met. Check your email for the results of your petition.

_____   _____
Student Signature   Date

For office use only:
☐ Approved
☐ Denied

_____   _____
<div style="margin-left:8em">Admissions & Records Reviewer/Processor   Date</div>