



Time Conflict Approval Form

STUDENT INFORMATION		
Last Name:	First Name:	SMC ID:
SMC Email Address:	Term:	Year:

INSTRUCTIONS

Pursuant to Santa Monica College Administrative Regulations, “students cannot enroll in courses which meet at the same or overlapping time.” There must be a minimum 10-minute gap between classes held at the same campus and a 30-minute gap between classes held at different campuses.

Exceptions will be considered under the following criteria:

1. The faculty member teaching the section affected must complete the petition stating how the student will make-up the missed time under the faculty member’s supervision, including the specific location, day, and time of the make-up sessions.
2. The time conflict **does not exceed 15 minutes.**

I WANT TO REGISTER FOR:		
Course:	Section:	Approval Code:
Meeting Time(s):	Meeting Day(s):	
Location (Campus/Building/Room Number):		

WHICH CONFLICTS WITH:		
Course:	Section:	Amount of Conflict:
Meeting Time(s):	Meeting Day(s):	
Location (Campus/Building/Room Number):		

INSTRUCTORS ARRANGEMENTS FOR THE MAKE-UP OF INSTRUCTION TIME DUE TO TIME CONFLICT/OVERLAP TO BE COMPLETED BY THE INSTRUCTOR ONLY	
Method of Instruction: (e.g., Tutoring, Lecture, Lab, etc.)	
Day and hour, per week, the student will make-up the missed time: (The time must be accounted for outside of the scheduled class hours, for example: “Student will make up the 10-minute conflict each Friday from 9:00 am to 9:10 am”)	
As the instructor of record, I understand that I must supervise all time made up by the student during the same week that time is missed. I will provide backup materials that may be requested by state auditors, including a log of when/where the conflicting time was made up.	
Instructor’s Signature/Date:	

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comment:
Dean of Enrollment Services or Designee/Date:	