Santa Monica College
TIME CONFLICT APPROVAL FORM

Pursuant to Santa Monica College Administrative Regulations, “students cannot enroll in courses which meet at the same or overlapping time.” Exceptions will be considered, however, under the following criteria:

1. Exceptions will be considered on a student by student basis;
2. The student must request a petition from the Admissions Office and state the need to take the classes at the overlapping times;
3. The faculty member teaching the section affected must complete the petition stating how the student will make-up the missed time under that faculty member’s supervision, including the specific location, day and time of the make-up sessions;
4. The time conflict does not exceed 15 minutes.

The student must bring this form, completed and signed, along with the signed Authorization to ADD CARD to the Admissions Office.

ALL COURSE TIME CONFLICTS MUST BE APPROVED BY THE ADMISSIONS OFFICE.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST</th>
<th></th>
<th></th>
<th>MIDDLE</th>
<th>SMC ID#</th>
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### COURSE INFORMATION

<table>
<thead>
<tr>
<th>CLASS SECTION #</th>
<th>CLASS NAME</th>
<th>CLASS DAY AND HOUR</th>
<th>EXACT MINUTES OF CONFLICT (NOT TO EXCEED 15 MINUTES)</th>
<th>LOCATION (BLDG &amp; ROOM #)</th>
<th>SEMESTER/YEAR</th>
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### INSTRUCTOR’S ARRANGEMENTS FOR THE MAKE-UP OF INSTRUCTION TIME DUE TO TIME CONFLICT / OVERLAP

♦ THIS PART IS TO BE COMPLETED BY THE INSTRUCTOR ONLY ♦

1. **METHOD OF INSTRUCTION** (eg. Tutoring, Lecture, Laboratory, etc.)

2. **MAKE-UP SESSION WILL BE SUPERVISED BY** (name of instructor, tutor, etc.)

3. **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 – 9:10 AM”)

### INSTRUCTOR’S SIGNATURE ____________________________ DATE ____________

Revised 02/21/2002