

# PETITION FOR COURSE OVERLAP

# WEST VALLEY COLLEGE

1. Per Board Policy 4226 and Administrative Procedure 4226 students may not be enrolled in two or more classes where the meeting times overlap, unless: The student provides a valid justification, *other than scheduling convenience*, of the need for an overlapping schedule that does not exceed 10% of class meeting.
2. **The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.**
3. Approval will not be granted to register in a class that overlaps with two classes.
4. Submit this petition via fax or U.S. Mail. Fax to: A/R Office at (408) 867-5033. Mail to: West Valley College, Admissions Office, 14000 Fruitvale Av., Saratoga, CA 95070. A copy will be returned to you indicating approval or denial, and the reasons and/or the limitations imposed by the Academic Appeals Committee.

## PART I. TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_ College ID or SSN \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City / State \_\_\_\_\_ Zip \_\_\_\_\_ Today's Date \_\_\_\_\_

This petition is for the \_\_\_\_\_ Semester, 20\_\_\_\_\_

### Overlapping Courses:

Class 1: \_\_\_\_\_  
Course Section No. Instructor Days Times

Class 2: \_\_\_\_\_  
Course Section No. Instructor Days Times

What part of which class(es) will you not attend at the regularly scheduled day and time?

\_\_\_\_\_  
Student's Signature

## PART II. TO BE COMPLETED BY INSTRUCTOR(S)

Each instructor who approves a course overlap is required to ensure that all time and work is made up by the student.

Total meeting time must be the same as overlapping times listed above. **Instructor must keep records to document these weekly meetings.**

Class 1: \_\_\_\_\_  
Course Section No. Instructor Days Times

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART III. TO BE COMPLETED BY ACADEMIC APPEALS COMMITTEE

Petition is \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Chair, Academic Appeals Committee

\_\_\_\_\_  
Date