

PETITION FORM TO TAKE COURSES OFFERED AT THE SAME TIME

In general, if a student were to sign up for two courses which, in whole or in part, were offered at the same time, it is clear that he/she would have to miss all or parts of the in-class or in-laboratory presentations. Thus, only in unusual circumstances will permission to register be granted for courses with time conflicts.

The College will grant approval only if both instructors involved approve such a registration in advance. The student is responsible for obtaining the required signatures. If both instructors grant approval, the CASL Advising and Records Office will also approve it with the signature of a staff advisor.

STUDENT NAME _____ STUDENT # _____
(Please print)

I request to take two courses whose meeting times conflict, in whole or in part, as shown below:

CRN	Course Name & #	Section	Days/Times	Instructor

Justification for taking both courses (be specific): _____

_____ Term _____

Student Signature _____ Date _____

INSTRUCTORS' APPROVAL

Course: _____ Instructor: _____

I approve this request _____
(Instructor's Signature)

Course: _____ Instructor: _____

I approve this request _____
(Instructor's Signature)

CASL OFFICE OF ADVISING AND STUDENT RECORDS

I authorize this student to register for the two courses listed above.

_____ Date _____
(Unit Signature)