

REQUEST FOR APPROVAL OF ATTENDANCE ADJUSTMENT (OVERLAPPING CLASSES)

California Title V Regulations

§ 55007. Multiple and Overlapping Enrollments.

- (a) A community college district may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to section 58170 or supplemental learning assistance pursuant to sections 58172 and 58164.
- (b) A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap, unless the district has established and incorporated into its attendance accounting procedures adopted pursuant to section 58030 a mechanism for ensuring that the following requirements are satisfied:
 - (1) the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
 - (2) an appropriate district official approves the schedule;
 - (3) the college maintains documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under the supervision of the instructor of the course

Directions:

Part I: TO BE COMPLETED BY STUDENT

- Student must complete Parts I,II and complete the log.
- After completing forms, submit all forms to the Division Dean for signature and then the Dean of Academic Affairs.
- The student will then pick up the signed forms (Part III) and return to Admissions and Records Office for enrollment into the two classes effected.
- The Admissions and Records Office will return the log to the instructor affected by the attendance adjustment.

St	udent Name:			Student ID #: _					
Semester:FallSpringSummer Year:									
	CLASS NUMBER	CLASS NAME	BEGIN/END DATES OF CLASS	DAYS OF CLASS	TIMES OF CLASS	INSTRUCTOR	CHECK CLASS TO BE MADE UP	WEEKLY TIME TO BE MADE UP	
	EXAMPLE: 12345	PE 115	8/23/04-12/17/04	T	2:30-5:20	M. Nguyen	X	20 minutes	
	EXAMPLE: 67890	MATH 110 8/23/04-12/17/04		ттн	5:00-6:50	A. Martinez			

то	BE COMPLETED BY INSTRUCTOR OF ATTENDANCE ADJUSTM	MENT CLASS:						
A.	As the instructor of the class to have attendance adjusted, I understand that I am required under California Ti Regulation 55007.853, to provide documentation "THAT THE STUDENT MADE UP THE HOURS MISSED."Instructor's initials							
B.	B. I will meet with the student weekly on the dates and times (start and end times) shown on the attached log (beginning with the first meeting through end of semester/session). Instructor's initials							
C.	C. I will submit the detailed log, complete with my signature and that of the student with my final grades. **Instructor's initials**							
D.	 I understand that the completed and signed log is an official record of attendance and must be submitt grades. Instructor's initials 							
Sig	gnature of Instructor of Attendance Adjustment (class to be adjusted)	Date						
	gnature of Student	 Date						
Sig								
	ART III: AUTHORIZING SIGNATURES							
PA	ART III: AUTHORIZING SIGNATURES	Date						

Justification for the request (Note: Scheduling convenience is not an acceptable justification. Attach additional pages if necessary).

Log of Meetings-Official Record of Attendance To be submitted with final grades

The instructor with the attendance adjustment **must establish a contract with the student to cover class minutes missed**. In the log below list dates, start and end times and number of minutes the instructor will meet with the student. The student will submit the form to the Division Dean for approval and then the Dean of Academic Affairs. The log will return to the effected instructor.

The student and the instructor will sign the log following each meeting. The instructor will submit the form to the division dean on the last day of the semester.

Once completed and signed, this log will be the official record of attendance and will be kept on file with the final grade documentation.

Semester: _____ Year: ____ Title of Class: ____ Instructor: ____

Date of Meeting	Start Time	End Time	Minutes*	Signature of Student	Signature of Instructor
Example: 10/17/04	2:30	3:00	30		

^{*}Minutes must be at least equal to minutes missed due to the attendance adjustment during the semester. Use additional pages if necessary.

Date of Meeting	Start Time	End Time	Minutes*	Signature of Student	Signature of Instructor
Example: 10/17/04	2:30	3:00	30	3	
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Semester _____ Year ____ Title of Class _____ Instructor _____

^{*}Minutes must be at least equal to minutes missed due to the attendance adjustment during the semester. Use additional pages if necessary.