COLLEGE OF THE CANYONS
Admissions & Records
Contract for Overlapping Classes
(All correspondence referring to this petition will be communicated via your My Canyons Email Account)

Last Name          First Name          Student ID Number

Email          @my.canyons.edu          Telephone Number

Current Course Enrolled In:
Course Name:_________
Section # __________
20 _____W I ___SP ___SS F A Start Date            End Date
M T W TH F S SU        TIME ____________AM/PM

Course Creating Overlap:
Course Name:_________
Section # __________
Start Date            End Date
M T W TH F S SU        TIME ____________AM/PM

The student will miss _______ minutes each week, for a total of _______ hours for the duration of the course, (min. x mtgs. divided by 60).

By initialing next to each bullet below I acknowledge of understand what is required of this petition.
• Both the instructor and student must sign the contract.
• Complete one contract for each overlapping class.
• Review of this contract will be done by the corresponding Division Dean and will take place within seven to ten (7-10) business days.
• A detailed contract must outline how the missed time will be made up during the week in which the times was missed, (time made up must be face to face time with the instructor, not extra assignments). Explanation Below.
• Any contract may not exceed forty five (45) minutes for the duration of the semester.

“I agree to the above contract and to meet with the student outside of the class each week for the amount of time the student will miss during the normal class meeting. In addition, my signature below approves this student to add my course and verifies the student’s first date of attendance is prior to the add deadline”.

Instructor’s Signature          Date          First date of attendance

“I agree to the above contract and to meet with the instructor outside of class each week for the amount of time I will miss during the normal class period. I agree to be added into the course and will pay at the time I am registered.”

Student’s Signature          Date

Office Use Only

Division Dean Action:          Date
☐ Approved  ☐ Denied

☐ Pre Term Submission
☐ Resubmit
☐ Class Closed
☐ New Contract
☐ Too Much Time
☐ Waitlisted  #
☐ Has Add Slip/Add Code  #