

# LASSEN COMMUNITY COLLEGE

## Alternate Time Petition

*Alternate Time*: Two or more courses that meet at the same or overlapping times. A college may enroll students in an overlapping schedule if (a) rational justification on a student-by-student basis can be established and can be documented by the college and (b) the college maintains documentation that each student made the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under **appropriate supervision**.

Appropriate supervision according to the California Education Code is characterized by all of the following:

1. The certificated employee is able, in terms of physical proximity and range of communication, to provide immediate instructional supervision and control and;
2. The certificated employee is in a position to provide the supervision and control necessary for the protection of the health and safety of students and;
3. The certificated employee is not to have any other assigned duty during the instructional activity for which attendance is claimed.

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In an attempt to comply with the established standards of overlapping courses Lassen Community College is implementing the attached *Alternate Time Petition* form for student schedules with course overlaps. **The following must be completed when applying:**

Student and instructor complete the *Alternate Time Petition* form & *Time Schedule* showing days and times that the alternate hours will be completed. Times cannot conflict with other courses being taken. Student's class schedule must be attached. Signatures from both student and instructor are required.

A separate Add/Drop card is to be submitted with each Alternate Time form. The Office of Instruction gives final approval for alternate time request (Dean of Instruction signature is required). No more than a **30 minute overlap** is allowed. Paperwork is then forwarded to the Admissions & Records Office for collection of payment and registration.

The student is not to attend the alternate time class until all of the above requirements have been met.

Petition must be on file prior to the end of the third week of the semester or 75% of the first day of class.

# LASSEN COMMUNITY COLLEGE

## Alternate Time Petition

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_  
P.O. Box or Street Address City State  
 Zip \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ )  Spring  Summer  Fall Year: \_\_\_\_\_

**I hereby request permission to register in the following course at an alternate time:**

\_\_\_\_\_  
 Course Number and Title (i.e. AJ 20 – Criminal Law)      Units      Section #

\_\_\_\_\_  
 Day(s) & Times of Class (i.e. MWF 1:00 – 2:00)

**Conflicting Class**

\_\_\_\_\_  
 Course Number and Title (i.e. AJ 20 – Criminal Law)      Units      Section #

\_\_\_\_\_  
 Day(s) & Times of Class (i.e. MWF 1:00 – 2:00)

**INSTRUCTOR: Please indicate days and times Alternate hours will be completed.**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8 -9						
9-10						
10-11						
11-12						
12 - 1						
1 – 2						
2 – 3						
3 – 4						
4 – 5						
5 – 6						
6 – 9						

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Instructor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean of Instruction

\_\_\_\_\_  
 Date

Forwarded to A&R
_____ Date

Approved by Academic Senate 06/13/2005

Original – Office of Instruction

Yellow – Admissions & Records

Pink - Student

Copy - Instructor