

ADMINISTRATIVE PROCEDURES

Chapter 4 Academic Affairs

4226

AP 4226 Multiple and Overlapping Enrollments

Note: *Insert local practice, which **must include** procedures that ensure the following :*

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The instructor establishes a makeup schedule to account for the exact amount of time missed as per the official class schedule, not to exceed one hour per week.
- The request and make-up schedule are approved by the instructor and the Office of Admissions and Records.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The courses overlap by no more than one hour per week.

A student may not enroll in multiple sections of the same credit course during the same term except in circumstances where course repetition is allowed and the start date of the repeated course section begins after the end date of the first course section.

A student wishing to enroll in courses where the meeting times for the courses overlap must receive permission from the instructor and authorization from the Admissions and Records office.

See Board Policy BP 4226 - Multiple and Overlapping Enrollments

References: *Title 5 Sections 55007*

President's Cabinet Approved: **TBD**