AP 4226 Multiple and Overlapping Enrollments

Reference:

Title 5 Section 55007

1 **Multiple Enrollments**

A student may enroll in two or more sections of the same credit course during the same term only if the length of the course sections in which the student has enrolled are such that the student will never be simultaneously enrolled in the same course.

2 **Overlapping Enrollments**

a "Overlapping enrollment" refers to the circumstance in which a student is enrolled in two or more courses where any synchronous meeting time(s) for the courses overlap.

b. A student's course schedule may not include overlapping enrollment unless the student submits a completed Petition for Overlapping Classes (Petition) to the Office of Admissions & Records, prior to the District's applicable deadline to add classes to a student's schedule, that has been signed by (1) the petitioning student, (2) the instructor of record of the class from which the petitioning student seeks to be absent due to the overlapping schedule (Overlapped Course), and (3) the Dean having supervisory authority over the Overlapped Course.

c. Enrollment in overlapping courses is disfavored and a student may enroll in overlapping courses only if (1) the student articulates good cause in the Petition for the need to enroll in overlapping courses for reasons that do not include mere scheduling convenience ("Good Cause Articulation"), (2) the student and the instructor of record of the Overlapped Course agree to a detailed plan, articulated in the Petition and which does not include the petitioning student's attendance of a different section of the Overlapped Course, whereby the student and the instructor will meet synchronously for at least the same number of minutes of the Overlapped Class that the student will miss in a given week during that same week, such as attending office hours ("Make Up Plan"), and (3) the petitioning student will miss no more than 15 minutes, inclusive of both the period of overlap and any passing time

that it will reasonably be expected for the petitioning student to travel from one class to the next, of any single class meeting of the Overlapped Class ("Missed Time").

d. The Office of Admissions & Records shall prepare a form Petition, and make it available to students, on which petitioning students must (1) identify the names, course and section numbers, classroom locations (if applicable), instructional modalities (i.e., traditional or Distance Education), and meeting times of the overlapping courses, (2) denote the Missed Time, (3) provide their Good Cause Articulation, and (4) describe the Make-Up Plan.

e. In addition to verifying the accuracy of all information that petitioning students have inserted on the Petition, students who sign a Petition (1) agree to be enrolled in the Overlapped Course, (2) represent to the District that they will comply with the Make- Up Plan, and (3) pledge to pay for the Overlapped Course at the time of registration.

f. Instructors of record of an Overlapped Course who sign a Petition represent to the District that (1) they approve of the enrollment of the petitioning student in the Overlapped Course, (2) they will comply with the Make-Up Plan and (3) the petitioning student first attended the Overlapped Course prior to the District's deadline for students to add the class.

g. A Dean may sign a Petition only if (1) the petitioning student has inserted all information required by the Petition, (2) the Dean is satisfied, despite the District's general disfavor overlapping classes, with the adequacy of the petitioning student's Good Cause Articulation, (3) the Dean is satisfied that the Make-Up Plan articulated in the Petition complies with the requirements of this procedure, (4) the Petition has been signed by the petitioning student and the instructor of record of the Overlapped Course,
(5) the Dean has independently verified the accuracy of the Missed Time calculation that the petitioning student has provided, and (6) the Dean has verified that the instructor of record's signature on the Petition is genuine.

h. The Office of Admissions and Records shall enroll the petitioning student in the Overlapped Course after the Petition is signed by the appropriate dean.

i. The Office of Admissions and Records shall notify the petitioning student if the Petition is rejected.

Reviewed by CPC: 03/28/2023

Next Review Date: Spring 2029