AR 4226 (Old #4111.7)   <u>Enrollment Overlap and Time Conflicts</u>

The College authorizes the Dean of Enrollment Services or designee to permit limited overlapping schedules subject to the limitations of Education Code Section 70902. As a general rule, students cannot enroll in courses which meet at the same or overlapping time, since FTEs cannot be claimed for attendance in classes that overlap. The College may also restrict enrollment in consecutive classes if, in the College's estimation, the student would fail to arrive on time to the second course due to distance traveled between the sites where the classes are held. Exceptions may be considered by petition as described herein, provided the petition is submitted ~~no sooner than two weeks before the term begins and~~ no later than the day before Census (or refund deadline) for the class. The time conflict petition is posted on the Admissions and Records website.

<u>Required Enrollment Gaps</u>

Students may enroll freely, space permitting, in consecutive classes that have an enrollment gap of at least:
   a. 10-minutes for same-campus classes, or
   b. 30-minutes for classes meeting at different sites or campuses,

This minimum enrollment gap allows for reasonable travel time from one class to the next.

Students wishing to enroll in consecutive classes with a shorter enrollment gap may submit a time conflict petition documenting how they will be able to get from one class to the next within the time gap.

<u>Enrollments in Overlapping Classes</u>
Students may request an exception to enroll in classes that overlap by up to and including 15 minutes, using the time conflict petition. Petitions must be submitted to the Admissions and Records Office by the deadline. The petition must state a reasonable explanation for why the overlapping schedule should be approved. The completed form must include the impacted class instructor's approval, subject to verification by the Admissions and Records Office.
The faculty member whose class time is impacted may support the student's petition:

   a. The student provides a sound justification, other than scheduling convenience, of the need for the overlapping schedule.
   b. The faculty member and the Dean of Admissions or designee approves the schedule.
   c. The student will make-up the missed time at some other time during the same week under that faculty member's supervision.
   d. The college maintains documentation describing the justification for the overlapping schedule and how the student made up the missed contact hours.

The instructor is under no obligation to support the student's request.

For classes that overlap by more than 15 minutes, the time conflict petition will be automatically denied.

Reference: Education Code Section 70902
               Title 5, Section 55007, 58030
Reviewed and/or Updated: 4/29/03, 9/23/15, 5/15/19 *(AR 4226 replaces AR 4111.7)*
NOTE: *Insert local practice, but it **must include** the following language in **red ink**:*

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

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.
- An appropriate District official [*designate*] approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

❖ **From current SMC AR 4111.7 Enrollment Overlap and Time Conflicts**

Enrollment Overlap and Time Conflicts

As a general rule, students cannot enroll in courses which meet at the same or overlapping time. FTEs cannot be claimed for a student's attendance in two or more courses that meet at the same or overlapping time.

It must be recognized, however, that certain conditions may force the College to reduce the number of courses and/or course sections scheduled. Without an occasional overlap in schedule, students could be denied the opportunity to complete their studies in a reasonable period of time. Given this, the College authorizes the Dean of Enrollment Services or designee to permit limited overlapping schedules, provided rational justification exists (scheduling convenience is not one) on a student-by-student basis. The College may also restrict enrollment in consecutive classes if in the College's estimation the student would fail to arrive on time to the second course due to distance traveled between the sites where the classes are held.

The following criteria will be applied in considering exceptions:

1. Classes may not overlap by more than 15 minutes. The faculty member teaching the affected class must grant his/her approval in order for the student's request to move forward. The instructor must complete the Time Conflict Approval form provided by the student stating how the student will make-up the missed time, under that faculty member's direct supervision, including the specific location, and day and time of the make-up sessions. The instructor is under no obligation to approve the student's request.

2. In the case of time conflicts due to distance/time needed for travel between classes, students may not enroll in: (1) same-campus classes unless there is a minimum 10-minute gap between classes; or (2) different sites/campuses unless there is a minimum 30-minute gap between classes.

3. Time Conflict Approval forms are available on the Admissions and Records website and must be turned in to the Admissions & Records Office no sooner than two weeks before a term begins and no more than two weeks after the class has started. Students must state a reasonable rationale for why the overlapping schedule should be approved. The completed form must include the instructor's approval, subject to verification by the Admissions & Records Office.

Reference: Education Code Section 70902
               Title 5, Section 55007, 58030
Reviewed and/or Updated: 4/29/03, 9/23/15