

**Academic Affairs
DRAFT as of 4/10/13**

AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Title 5 Section 55007

NOTE: *This procedure is legally required and **must include** language that ensures the following:*

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.
- The Chief Instructional Officer or designee at each college 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.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **green ink** was added during the administrative review on April 10, 2013. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

Date Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

Legal Citation for AP 4226

Cal. Admin. Code tit. 5 Section 55007

5 CCR § 55007

Cal. Admin. Code tit. 5, § 55007

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

[Article 1.](#) Program, Course and Class Classification and Standards

→§ 55007. Multiple and Overlapping Enrollments.

(a) A community college district may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to section 58170 or supplemental learning assistance pursuant to sections 58172 and 58164.

(b) A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap, unless the district has established and incorporated into its attendance accounting procedures adopted pursuant to section 58030 a mechanism for ensuring that the following requirements are satisfied:

(1) the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;

(2) an appropriate district official approves the schedule;

(3) the college maintains documentation describing the justification for the overlapping schedule and showing that the student made up the hours of overlap in the course partially or wholly not attended as scheduled at some other time during the same week under the supervision of the instructor of the course.

Note: Authority cited: Sections 66700 and 70901, Education Code.
Reference: Section 70901, Education Code.