

**BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

**Reference:**

Title 5 Section 55007

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

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Date Adopted: March 17, 2009

## Legal Citation for BP/AP 4226 Multiple and Overlapping Enrollments

5 CCR s 55007

Cal. Admin. Code tit. 5, s 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

s 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.

**AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS**

**Reference:**

Title 5 Section 55007

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 obtains and completes a form requesting an overlapping schedule, which provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule and the signatures of the appropriate instructors. Forms are available in each college's office of admissions.
- The appropriate Vice President Academic Affairs, or designee, will approve 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.

Office of Primary Responsibility: Vice President, Academic Affairs

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Administrative Approval: April 13, 2009