

PALOMAR COLLEGE REQUEST FOR APPROVAL OF OVERLAPPING CLASSES

California Title V Regulations

§ 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.

PART I: TO BE COMPLETED BY STUDENT

Student Name _____ Student ID _____

Semester _____ Year _____

CLASS NUMBER	CLASS NAME AND NUMBER	BEGIN/END DATES OF CLASS	DAYS OF CLASS	TIMES OF CLASS	INSTRUCTOR	CHECK CLASS TO BE MADE UP	WEEKLY TIME TO BE MADE UP
Example: 12345	PE 115	8/23/04-12/17/04	T	2:30-5:20	M. Nguyen	X	20 minutes
Example: 67890	MATH 110	8/23/04-12/17/04	TTh	5:00-6:50	A. Martinez		

Justification for the request (Note: Scheduling convenience is not sufficient justification. Attach additional pages if necessary.)
