

ACADEMIC POLICIES

ENROLLMENT OVERLAP AND TIME CONFLICTS

Required Enrollment Gaps

Students may enroll freely, space permitting, in consecutive classes that have an enrollment gap of at least 10 minutes for same-campus classes, or 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.

Enrollments in Overlapping Classes

Students may request an exception to enroll in classes that overlap by up to and including 15 minutes, using the time conflict petition. The instructor whose class time is impacted is under no obligation to approve the student's request. Petitions must be submitted to the Admissions & Records Office by the deadline. The petition must state a reasonable explanation for why the overlapping schedule should be approved. Scheduling convenience is not an acceptable reason. The completed form must include the affected class instructor's approval, subject to verification by the Admissions & Records Office. A petition may be approved under the following conditions:

- a. The student provides a sound justification, other than scheduling convenience, of the need for the overlapping schedule.
- b. The class instructor and the Dean of Enrollment Services or designee approves the schedule.
- c. The student will make up the missed class time at another time during the same week under that instructor's supervision. The instructor will verify at the end of the term that the student has made up the required time.
- d. The College maintains documentation describing the justification for the overlapping schedule and how the student made up the missed contact hours.

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