



ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971
 (530) 283-0202 – Fax (530) 283-9961

Approval for Overlapping Classes Form

Date _____

FRC ID#: _____

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Last Name

First

Initial

Semester of Overlapping Class: Fall Spring Summer 20_____

<u>Course Enrolling for Full Hours:</u>	
Course _____	CRN # _____
Day(s) _____	Time _____

<u>Course Overlapping (missing hours):</u>	
Course _____	CRN # _____
Day(s) _____	Time _____

This overlap results in _____ hour(s)/minute(s) missed per class by the student for the duration of the course which is a total of _____ hour(s)/minute(s) missed.

Student's justification for request: _____

Student's Signature: _____

INSTRUCTOR

Please list dates/days and times the student will meet to make up the hours missed due to the overlap in your class. (Title 5 § 55007) **Student's schedule must be attached**

Dates/Days

Times

Total Hours Made Up: _____

 Instructor's Signature (missing hours)

 Date

CHIEF INSTRUCTIONAL OFFICER

Approved Denied

 CIO's Signature

Date: _____

REGISTRAR

 Registrar's Signature

Date: _____

RECORDS OFFICE USE ONLY

Processed by _____

Date _____

Title 5 § 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.