

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.19 Multiple and Overlapping Enrollments
Revision Date: 10/09; Reviewed 3/15
Policy Reference: Title 5 Section 55007

1. The Colleges shall establish procedures to ensure that a student may enroll in two or more sections of the same credit course during the same term only if the length of the course provides that the student is not enrolled in more than one section at any given time.
2. The Colleges shall establish procedures to ensure that a student may enroll in two or more courses where the meeting times overlap only under the following conditions specified in Title 5:
 - a. the student provides a sound justification, other than mere scheduling convenience, of the need for the overlapping schedule;
 - b. an appropriate College Dean approves the schedule;
 - c. 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.