



REQUEST FOR APPROVAL OF ATTENDANCE ADJUSTMENT (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**

Directions:

- Student must complete Parts I,II and complete the log.
- After completing forms, submit all forms to the Division Dean for signature and then the Dean of Academic Affairs.
- The student will then pick up the signed forms (Part III) and return to Admissions and Records Office for enrollment into the two classes effected.
- The Admissions and Records Office will return the log to the instructor affected by the attendance adjustment.

Part I: TO BE COMPLETED BY STUDENT

Student Name: _____ Student ID #: _____

Semester: Fall Spring Summer Year: _____

CLASS NUMBER	CLASS NAME	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 an acceptable justification. Attach additional pages if necessary).

Part II: TO BE COMPLETED BY INSTRUCTOR OF ATTENDANCE ADJUSTMENT CLASS:

- A. As the instructor of the class to have attendance adjusted, I understand that I am required under **California Title V Regulation 55007.853**, to provide documentation **“THAT THE STUDENT MADE UP THE HOURS MISSED.”**
_____ *Instructor’s initials*

- B. I will meet with the student **weekly** on the dates and times (start and end times) shown on the attached log (beginning with the first meeting through end of semester/session).
_____ *Instructor’s initials*

- C. I will submit the detailed log, complete with my signature and that of the student with my final grades.
_____ *Instructor’s initials*

- D. I understand that the completed and signed log is an official record of attendance and must be submitted with final grades.
_____ *Instructor’s initials*

Signature of Instructor of Attendance Adjustment (class to be adjusted) Date

Signature of Student Date

PART III: AUTHORIZING SIGNATURES

Signature of Division Dean Date

Signature of Dean of Academic Affairs Date

