



Policy Title: AA3034 - Enrollment in Overlapping or Back to Back Classes

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Registrar

Policy Statement

Students who consistently arrive late for a class or depart early can disrupt the teaching and learning process. This policy provides guidance on back-to-back classes and overlapping classes for instructors when considering whether to approve or deny a student request.

Definitions

Back-to-Back Classes – A pair of classes in which one class ends one to five minutes before another class begins. Registration is allowed in the system as no time conflict exists.

Overlapping Classes – A pair of classes in which one class ends after the start time and before the end time of the second class. Registration is prevented in the system unless the student has a time conflict permit added to allow registration.

Standard Class Meeting Times – Class meeting times are set by Office of the Registrar. All course sections scheduled before 5:00 pm must adhere to the appropriate *Standard Class Meeting Patterns Chart* for Fall/Spring or Summer, found on the [Schedule Production/Term Planning](#) page. Standard class times are scheduled with 15 minutes breaks for transitions between classes.

Non-Standard Class Meeting Times – Class meeting times before 5:00 pm that do not match the standard class meeting times.

Department Scheduler – The Department Chair approved employee that is responsible for contacting the Registrar Office with scheduling changes.

Policy

Standard class meeting times and non-standard class meeting times:

Standard class times help reduce difficulties in students' schedules, room assignments, and final exam scheduling. All course sections scheduled before 5:00 pm must adhere to the appropriate **Standard Class Meeting Patterns Charts**. These charts are located on the [Schedule Production/Term Planning](#) page. Standard class times are scheduled with 15 minutes breaks for transitions between classes.

Non-standard class meeting times require departments to submit a [Non-Standard Course Offering Request Form](#) to the Registrar's Office. The following courses or types of courses are excluded from the **Standard Class Meeting Patterns Charts** and do not require an approved Non-Standard Course Offering Request form. These classes may be scheduled at non-standard times as their instructional modes may not support structured, standard times.

- ACAD2200
- Lab Sections
- MUAP Sections
- All Studio Sections
- Sections with instructional modes equal to: CLN, FLD, IND, LLB, PRA, or WSP.
- Sections with building codes equal to: HOSP, LAW, N/A, TBA, or WEB
- Sections offered off campus

If the department scheduler is not sure whether a class qualifies for a non-standard time, contact the Registrar's Office for guidance.

Overlapping classes:

Students are not permitted to register for classes that have overlapping times unless they obtain written permission from all instructors who are impacted. Instructors may choose to approve where students have extenuating circumstances such as needing to meet degree requirements, but instructors are under no obligation to approve the request.

- Instructors of overlapping classes who approve the request should have a plan for student attendance.
- Students must understand and agree to follow the attendance plan.
- Failure to follow the attendance plan may result in the student receiving an administrative withdrawal by the Registrar's Office or a lower final grade.

Students must obtain written permission, such as an email from each instructor, to one of the departments for a time conflict permit to be added to the system. Failure to obtain the

permission from all instructors may result in students being administratively dropped from the class by the Registrar's Office or receiving a lower grade.

Back-to-Back classes:

Back-to-back classes may present challenges for on time arrival to the second class if the student has distance to travel between classes. Students should be aware of their class times and allow enough time to travel to their next class when building their schedules. It is the responsibility of the student to discuss with the instructor any issues that may arise from back-to-back classes. If the instructor of the second course is unable to accommodate late arrivals to class and the instructor of the first course is unable to accommodate early departures from class, the student should drop one of the classes and find a different class that will allow attendance for the full class period.

Instructor Perceptions on Back-to-Back and Overlapping Classes:

In back-to-back classes and overlapping classes, there should be no assumption by either instructor that one class has higher priority over another class.

Related Documents, Policies and Forms

[Schedule Production/Term Planning](#)

[Non-Standard Course Offering Request Form](#)

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