



## Blue Mountain Community College

### *Administrative Procedure*

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**Procedure Title:** Overlapping Classes, Time Conflict  
**Procedure Number:** 05-2015-0001  
**Board Policy Reference:** I.B. Educational Opportunities  
**NWCCU Standard:**

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Director, Instructional Operations  
**Original Date:** 04/28/2015  
**Date Approved by Cabinet:** April 28, 2015  
**Authorizing Signature:** *signed original on file*  
**Date Posted on Web:** 5/7/15  
**Revised:** **Reviewed:**

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#### **Purpose/Principle/Definitions:**

##### **Purpose:**

The purpose of this procedure is to address exceptions to the general rule that students may not register in overlapping classes. Students consistently arriving late for a class or departing early can disrupt the teaching and learning process. Instructors are allowed to accommodate student-scheduling problems but are not required to do so.

##### **Principles:**

1. Allowing enrollment in time conflicted classes disrupts the teaching and learning process.
2. Conflict exceptions can be granted for extenuating circumstances.
3. Students may not be added into courses that conflict without a Request for a Time Conflict Exception that is signed by instructors of both conflicting courses and approved by the Vice President, Instruction.

##### **Definitions:**

As a general rule, enrollment in overlapping classes will not be allowed. Overlapping classes are defined as:

1. Classes that have any common meeting time are considered to be overlapping.
2. Students are not permitted to register for classes that overlap unless they successfully petition for permission to do so.

3. Petitions for overrides for such conflicts require the approval of all instructors involved. The decision to approve or not approve is discretionary with each instructor involved and shall be granted for extenuating circumstances only.

### **Parameters/Guidelines/Applications/Limitations:**

#### **Parameters:**

All revisions to this procedure will be recommended to the Office of Instruction and forwarded to the Cabinet for final recommendation.

#### **Guidelines for extenuating circumstances:**

1. The student is graduating and needs the course to complete graduation requirements within the next year.
2. There are no alternate sections of the course currently offered.
3. The courses overlap no more than 20 minutes

#### **Reasons not considered Extenuating:**

1. Time conflicts due to work schedule
2. Time conflicts due to the desire for a specific schedule when other options are available.
3. Time conflict request will never be granted for courses that completely overlap

#### **Procedures:**

Student will fill out a Petition to Enroll in Overlapping Classes, present to both instructors for approval, signed by Vice President, Instruction. If approved, the petition will be delivered to student services for enrollment into the classes.

Form: Overlapping Classes, Time Conflict Petition



## Overlapping Classes, Time Conflict Petition

Blue Mountain Community College  
 2411 NW Carden, P.O Box 100 Pendleton, OR 97801  
 (541)278-5757 Student Records (541)278-5871 Fax  
[www.bluecc.edu](http://www.bluecc.edu)

**Course Year/Term: Year: 20** \_\_\_\_ **Term:**  Summer (Jun-Aug)  Fall(Sep-Dec)  Winter(Jan-Mar)  Spring (Mar-Jun)

Students are only allowed to register for classes that overlap due to extenuating circumstances. Approval must be granted before enrolling in any overlapping classes.

**PROCEDURE:**

1. Obtain instructor signatures for both courses in which you are requesting to register
2. Obtain Signature from Vice President of Instruction
3. Submit petition to the Pendleton Service Center located in Morrow Hall before the last day to add.

**Reasons that constitute extenuating circumstances may include:**

- The student is graduating and needs the course to complete graduation requirements within the next year.
- There are no alternate sections of the course currently offered.
- The courses overlap no more than 20 minutes.

**Reasons that are not considered extenuating:**

- Time conflicts due to work schedule.
- Time conflicts due to the desire for a specific schedule when other options are available
- A time conflict request will not be granted for courses that entirely overlap.

**Please note:**

If the Time Conflict Exception form is approved and the conflicting class is closed, permission to add the class must be obtained via a Drop/Add Form.

BMCC ID: \_\_\_\_\_ - \_\_\_\_\_

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

**Student's Signature**

**Date**

Please indicate why you are requesting an exception to register for classes that conflict.

Class \_\_\_\_\_ Section \_\_\_\_\_

Days \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
 Instructor Signature Date

Class \_\_\_\_\_ Section \_\_\_\_\_

Days \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
 Instructor Signature Date

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Office Use

APPROVAL (VP OR Designee Signature Required)

Vice President, Instruction \_\_\_\_\_ Approved  Denied

Date Received by Record's Office: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_

Date Processed: \_\_\_\_/\_\_\_\_/20\_\_\_\_ By: \_\_\_\_\_