

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-789-15

RESOLUTION ON EXCEPTIONS TO SCHEDULING CLASS TIME CONFLICTS

- 1 WHEREAS, The current university policy on time conflicts is that “Students may not enroll in
2 two classes that meet at the same time”
3 (<http://www.catalog.calpoly.edu/academicstandardsandpolicies/registration/>); and
4
- 5 WHEREAS, Certain class time conflicts have no practical effect (for instance, “ghost labs” or
6 some senior project courses), but in other cases conflicts may arise in order for
7 students to fulfill their major degree requirements; and
8
- 9 WHEREAS, The Registrar’s office has created guidelines for approving time conflicts; and
10 departments and areas give students permission to enroll in two courses that have
11 a time conflict without a university-wide policy approved by the Academic
12 Senate; therefore, be it
13
- 14 RESOLVED: That the Academic Senate approve the following policy on scheduling class time
15 conflicts:
16 “Students may not enroll in two classes that meet at the same time, without the
17 approval of all affected faculty, the student’s home department or area chair, and
18 the student’s home college dean or representative,” and be it further
19
- 20 RESOLVED: That faculty are encouraged to use the attached “Possible Exceptions for
21 Scheduling Class Time Conflicts” as a guideline for approving class time
22 conflicts; and be it further
23
- 24 RESOLVED: That the Academic Senate designate the Instruction Committee as responsible for
25 revisions to these guidelines, subject to approval by the Academic Senate
26 Executive Committee, and be it further
27
- 28 RESOLVED: That these guidelines be published on the back of the time conflicts form, and be
29 it further
30
- 31 RESOLVED: That this policy and related materials be available on a website hosted by
32 Academic Programs.

Proposed by: Academic Senate Instruction Committee

Date: December 8, 2014

Revised: February 24, 2015

POSSIBLE EXCEPTIONS FOR SCHEDULING CLASS TIME CONFLICTS

- Music ensemble courses (examples from the 2013-15 catalog include MU 170 and MU 370).
- Courses that do not meet at their regularly scheduled times (examples from the 2013-15 catalog include senior project courses, POLS 111, SCM 150).
- Students who have registered for a course with a lecture/laboratory combination, but who have already passed the laboratory component of the course (so-called “ghost labs”) and have a time conflict with the scheduled laboratory time.
- Students who have registered for a course with a lecture/laboratory combination and have a time conflict with the scheduled laboratory time, but who can complete the laboratory component with another section of the course.
- Undergraduate students who, in order to facilitate graduation, have no other option, are within three quarters of graduation, and, in the process, do not circumvent other University policies, procedures, or deadlines.
- Graduate students who, in order to facilitate graduation, have no other option, and, in the process, do not circumvent other University policies, procedures, or deadlines.

State of California
Memorandum

CAL POLY
SAN LUIS OBISPO

To: Gary Laver
Chair, Academic Senate

Date: March 18, 2015

From: Jeffrey D. Armstrong
President



Copies: K. Enz Finken
M. Pedersen
D. Stegner

Subject: Response to Academic Senate Resolution AS-789-15
Resolution on Exceptions to Scheduling Class Time Conflicts

This memo formally acknowledges receipt of the above-entitled Academic Senate resolution.