MONTCLAIR
STATE UNIVERSITY

Course Overlap	
Responsible Office:	Academic Affairs
Policy Summary:	There are times when a student must register for courses that are offered with schedules partially conflicting, whether the courses are within the same program or among different programs. Although such scheduling conflicts should generally be avoided, where necessary a student may request permission to take both courses with a specified agreement to leave one course early or arrive at one course late.
Effective Date:	Fall 2025
Last Revision Date:	July 2025

I. Purpose

Purpose and Background: The course overlap policy draft aims to clarify that a workable plan to successfully complete both courses must be written and signed off by the instructors of the two courses. Also, the policy was not included in the list of academic policies, but on the Red Hawk Central Regulations page. We aim to include it in policy, in collaboration with the Registrar, since it impacts student learning in the courses affected.

Add: Since the June Open Comment Period, the opening paragraph has been rewritten to emphasize the norm, which is regular scheduling of non-overlapping coursework, and that requesting registration for overlapping coursework should be done with the guidance of faculty or staff in the department.

Scope: This policy is for all students.

Rationale: Revisions have been made for clarity and completeness.

II. Applicability

Clearly identifies the individuals to whom the policy applies (ex: "The entire University community…"; "Students"; "Faculty and staff"; etc.)

III. Definitions (as applicable)

N/A

IV. Policy

Students are expected to prepare a course schedule that allows one enough time to be fully present in class, and to travel from one class to another. In rare cases in which students must enroll in two overlapping courses to stay on track in their major program, in consultation with an advisor, department administrator, or instructor, a student may request permission to take both courses with a specified agreement to leave one course early or arrive at one course late. The course overlap form requires approval of the instructor of both courses, approval of the respective dean(s) and chairperson(s)/or director(s) responsible for the instructional areas, and a clear agreement with each instructor that resolves the overlap in scheduled time (leaving early, arriving late, missed work, etc.).

V. Procedure (as applicable)

If applicable, this section provides a sequential, step-by-step guide of all actions required to comply with the policy.

VI. References

Reference to any relevant materials, internal or external (ex: other University policies, state statute or regulation, federal law or regulation, etc.)