

## ACADEMIC POLICY/PROCEDURE TRACKING CHART

Proposed Policy: Policy for Course Over-enrollment

Initiator: Jon Andersen

1. Policy Proposal submitted to Executive Board (EB) President
  - a. Rationale
  - b. Submit 3 hard copy and 1 electronic to EB President 10 business days before CIP meeting.

Date:  
Round 1
Round 2

EEL 11/19/12 | JES 10/8/12

2. Executive Board president submits proposal to Curriculum, Issues and Policy (CIP) Chair

EEL 11/19/12 | JES 10/8/13

3. Policy approved by CIP Committee  
(If not approved, CIP Chair to notify Initiator)

EVD 12/3/12 | JA 10/8/13

4. Policy approved by Executive Board  
(If not approved, Executive Board president to notify Initiator and CIP Chair)

EEL 12/10/2012 | JES 12/20/12

5. Policy approved by Academic Council

JES 28 Oct, 2013

6. Policy approved by Academic dean

JA 12/11/12

7. Internal Dissemination of Approved Policy:  
Note: distribution may be either print or electronic, at the discretion of the Dean's Office

- Initiator
- Dean of Academic Affairs Office
- Academic Affairs Division

RECEIVED

OCT 25 2013

Policy Proposal for Class Over-enrollment

BY: \_\_\_\_\_

**PURPOSE:**

To ensure consistent documentation and procedures for class over-enrollment.

**POLICY:**

Enrollment caps for college classes are established to maintain proper conditions for teaching and learning. Enrolling students beyond the cap set for any class is discouraged. In rare cases, the full-time instructor teaching a class or, in the case of a part-time instructor, the full-time faculty member charged with supervising that instructor may decide that an over-enrollment is justified by unusual and extenuating circumstances, and is an academically sound decision for the class.

Therefore, approval for course over-enrollment can only be granted by a full-time faculty member who is teaching the class to be over-enrolled, or by the full-time instructor charged with overseeing the part-time instructor who is teaching the class. Furthermore, a part-time instructor's right to refuse an over-enrollment request is protected. No undue pressure shall be placed on full-time or part-time instructors to over-enroll a student. While only full-time faculty members have the authority to grant an over-enrollment, the Dean of Academic Affairs does retain the authority to reject an over-enrollment approval.

Exception: Only in the rare instance that a student has been blocked or dropped from a course *as a result of documented college error*, does the Dean of Student Services have the right to over-enroll that student in that particular course, unless prohibitive factors (e.g. safety concerns, computer resources) make over-enrollment impossible. In each case, the Dean will make a good-faith, reasonable effort to contact the instructor and explain the over-enrollment.

Granted class over-enrollments are case specific, and apply only to that particular student and class section.

**PROCEDURE:**

1. Students should always first be advised to watch enrollment in courses and enroll when another student drops. Over-enrollment is only for *extenuating* circumstances and is not the first choice.
2. To be granted a class over-enrollment, the student must, via email, request the waiver of a full-time faculty member teaching or overseeing the course. The request must include the student's full name, banner identification, phone number, and a clear, specific justification for the request.
3. If the faculty member approves the over-enrollment, he or she must send the approval via email to the Office of the Dean of Academic Affairs. The approval must specify the student name, banner identification, phone number, and the CRN for the class. If the over-enrollment is for a class taught by a part-time instructor,

the part-time instructor must be consulted and copied on the approval email, giving the part-time instructor the option to refuse. A full-time faculty member should only approach a part-time instructor with a request in cases where the full-time instructor intends to approve the request. If the Office of Dean of Academic Affairs grants the over-enrollment, a representative of the office will then instruct the Registrar to over-enroll that particular student in that particular class.