

<b>Title:</b>	<b>SLCC Policy on Course Over-enrollment</b>
<b>Effective Date:</b>	<b>May, 2011</b>
<b>Date of Last Revision:</b>	<b>06/27/2018</b>
<b>Review Date:</b>	<b>07/02/2018</b>
<b>Cancellation:</b>	<b>N/A</b>
<b>Office:</b>	<b>Academic Affairs</b>

## SLCC Policy on Course Over-enrollment

### *Policy*

Enrollment caps for courses at SLCC are set for specific reasons: the optimal number of students depending on the disciplinary requirements of the course, federal safety laws on allowable seats in certain classroom situations (e.g. laboratory courses), programmatic accrediting requirements, and basic number of physical seats in any classroom in which a course is scheduled.

SLCC recognizes that circumstances will warrant consideration of adding additional over-enrolled seats to specific courses for a variety of reasons, including but not exclusive to:

- Critical student need – a student has a very specific enrollment need that will affect graduation, transfer or programmatic need
- Enrollment management – prior to drop for non-payment dates, it is optimal to allow some slight over-enrollment rather than create whole new sections for a course (with the anticipation that total enrollment will correct following both drop for non-payment and add/drop period of the course)

As such, it is the responsibility of the appropriate Academic Division Dean to determine, in consultation with their departments within the division, whether permission may be granted to utilize over-enrollment in one of three ways:

1. A small number of overloads may be permitted into a class. This is only permissible if: a. the Academic Division Dean has approved that the discipline or course falls into acceptable category for such permissions, and b. there is the physical space to accommodate the overload.
2. In the enrollment period prior to the start of any semester term, the Deans, in conjunction with the Registrar and Admissions, may determine that it is beneficial to increase enrollments in one area of classes by 1-2 students prior to the drop for non-payment date as an enrollment management tool. In such cases, the Academic Division Deans will, in consultation with Department Chairs and Program Coordinators, be responsible for analyzing and applying slight over-enrollments in specifically targeted classes as an enrollment management

tool. It is incumbent on the Deans to make these applications carefully, as the intent is to maximize enrollments and the expectation is that the courses will end up at or under standard enrollment maximums following the drop for non-payment or add/drop periods.

3. A special "large-course" exception is created and scheduled within a Division (e.g. a combined lecture section of 40-60 students for a potential survey course such as Music Appreciation or the lecture portion of a Natural Science course). The creation of such a course will only be approvable by the appropriate Academic Division Dean, in consultation with the appropriate Department Chair, Program Coordinator and/or Faculty (only available for full-time faculty contracts, not applicable under adjunct instruction). In such cases, the following circumstances should be considered and implemented:
  - a. Available space – can only be considered if an instructional space is readily available for this larger enrollment number
  - b. Purpose – A definable reasoning for the large-course exception (i.e. SLCC has identified a larger number of students in a particular program need the class at the same time, or it allows for balancing with some programmatically typical low-enrolled faculty load courses)

The creation of the atypical "large-course" must be arranged and approved prior to the opening of registration for any term (this process cannot be used later to "combine" sections of courses for low-enrolled cancellations since space will need to be assigned at the time the schedule is created). The specifics of such an arrangement are to be designed and worked out between the Academic Dean, the Department Chair and/or Program Coordinator and the Instructor.

All circumstances of allowable over-enrollments are considered part of contract load and are not compensated additionally.

***Attachments***

N/A

***Reference:***

N/A

***Policy Reference:***

LCTCS Enrollment Management Policy #1.033

[https://www.lctcs.edu/wp-content/uploads/2018/02/1033\\_Enrollment-Management\\_12052016.pdf](https://www.lctcs.edu/wp-content/uploads/2018/02/1033_Enrollment-Management_12052016.pdf)

**Review Process:**

	<b>Reviewing Committee/Entity</b>	<b>Review Date(s)</b>	<b>Approval Date</b>	<b>Effective Date</b>
x	<i>Cabinet</i>	Initial: 04/08/2011	Initial: 05/16/2011	Initial: 05/16/2011
x	<i>Committee for Institutional Policy Review</i>	Initial: N/A Rev 1 06/27/2018	Initial: N/A Rev 1 06/27/2018	n/a
x	<i>Executive Committee</i>	Initial: N/A Rev 1: 07/02/2018	Initial: N/A Rev 1: 07/09/2018	Initial: N/A Rev 1: 07/09/2018

**Chancellor's Signature/Approval**

SIGNATURE:



DATE: 7/9/2018

Natalie J Harder, Ph.D.  
Chancellor

**Final Distribution:**

**Distribution:** Electronic: posted to College's website and sent via email to College personnel  
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review