

## **EGSC Faculty Handbook**

### **Course Maximums and Overrides**

**Adopted by Academic Policies and Curriculum Committee 11/10/15**

**Adopted by Faculty Senate 12/11/15**

**Adopted by President 4/1/16**

The maximum enrollment in a course is determined by the appropriate dean based on a number of factors including the nature of the course, types and numbers of assignments for the course, national discipline standards for class size, availability of faculty, classroom capacity, time of day, method of delivery, and budgetary constraints. The dean makes the maximum enrollment determination at the time the course is submitted to the vice president for academic affairs. The maximum can be adjusted by the dean throughout the registration process. If a course is submitted without a maximum enrollment, the historical maximum will be assigned by the vice president for academic affairs until the dean can recommend an adjustment to the maximum enrollment. The maximum enrollments and adjustments are approved by the vice president for academic affairs.

In order to override a course maximum, the instructor of the course must give permission to the requester of the override in order to add an additional seat to the course. In the absence of the instructor, the dean can give permission for the override. In the absence of the dean, the vice president for academic affairs can give permission for the override.