

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE**

NAME OF POLICY/ PROPOSAL: Course Maximum and Overrides

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Course | <input type="checkbox"/> New Degree Program | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course | <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Reactivate Course |
| <input type="checkbox"/> Discontinue Course | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program |
| <input type="checkbox"/> Reactivate Degree Program | | <input type="checkbox"/> Statutes Revision |
| <input type="checkbox"/> Policy Proposal. | <input checked="" type="checkbox"/> Policy Revision | <input type="checkbox"/> Other: _____ |

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

David Chevalier _____ 1/27/2021
Signature Date

Dean Approval:

David Chevalier _____ 1/27/2021
Signature Date

APCC Action: Approved Denied Returned Tabled

Sandra Shannon _____ 17 February 2021
Signature of Vice President for Academic and Student Affairs, Chair Date

Comments: _____

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved Denied Returned Tabled

Signature of Faculty Senate President Date

Comments: _____

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

PRESIDENT

President's (or designee's) Action: Approved Denied Returned Tabled

Signature Date

Comments: _____

Distribution By:

Signature Date

President's Office keeps a copy of this **ACADEMIC POLICY/PROPOSAL ROUTING FORM**; Original form is sent to Academic Affairs for distribution to the following:

- | | |
|---|------------|
| <u>Faculty Senate—President</u> | Date _____ |
| <u>Academic Policies & Curriculum Committee—Chair/VPASA</u> | Date _____ |
| <u>Chief of Staff/Legal Counsel</u> | Date _____ |
| <u>Registrar's Office</u> | Date _____ |

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.

**Justification of the Update of the EGSC Course Maximums and Overrides –
1/27/2021**

Several students were granted unsuitable overrides to enroll in a course . For example, students were granted overrides to enroll in a course that is full while other sections of the same course still have available seats. Other students were granted overrides to enroll in a course without the pre-requisite or co-requisite. Overrides of course pre-requisite and course co-requisite is not mentioned in the current policy. The instructor of the course is often not the grantor of the overrides.

The updated policy will include overrides for a course maximum, course pre-requisite, and course co-requisite. It also establishes a two-level approval process of overrides that should eliminate the granting of unsuitable overrides.

Course Maximums and Overrides – Updated policy – 1/27/2021

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, a course prerequisite or a course corequisite, the instructor of the course must give permission to the requester of the override. If approved, the instructor forwards the override request to their respected Dean or Department Chair/Director/Program Coordinator. If approved, the Dean or Department Chair/Director/Program Coordinator forwards the override request to the Registrar with a copy to the instructor. 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 and Student Affairs can give permission for the override.