

CLASS LIMIT OVERLOAD Guidelines

Definition:

A class limit overload is an increase over the established enrollment limit for a given course, for the purpose of placing a student in a class which is at full enrollment (i.e., “closed”).

Parameters:

- Student requests will be resolved on campus (students will not have to travel to another campus to get a decision regarding their request).
- Designated decision-makers will strive to maintain departmentally established and instructionally sound class limits.
- Designated decision-makers will strive to find alternative, open sections rather than overloading a class.
- Class limit overloads will be approved only in unusual and documented circumstances.
- Except for the following, student petitions to exceed class enrollment limits will be considered only after the end of the Schedule Changes (Adds/Drops) period:
 - a. Students requesting an overload in a DEV class
 - b. Students requesting an overload because ACC canceled their class
 - c. Students requesting an overload to correct a documented College error
 - d. Department Chair or Dean exception
- Students may not attend another section of a course in which they are registered unless the overload request has been reviewed and approved by the designated decision-maker.
- Common criteria for reviewing requests will be followed district-wide.

Decision-Makers:

Because ACC offers classes over 70 hours per week (including weekends), the following individuals are allowed to make class limit overload decisions: appropriate Department Chair, Dean, Assistant Dean, or Assistant Department Chair.

Common Criteria for Reviewing Requests:

- The general parameters noted above will be followed.
- Documented College error which affects a student’s enrollment status—and in which no other alternative section is possible for the student—will be resolved to the benefit of the student.
- Class limit overloads will not be approved for a student’s convenience, inability to enroll in a preferred section, etc.
- Student justification for a class limit overload must be documented to the satisfaction of the decision-maker.

- Class limit overload requests for lab/equipment-based courses will not be approved if the overload would create a potential safety hazard or compromise access to equipment by students already enrolled in that section.
- The decision-maker will complete the appropriate *Class Limit Overload Request* form and provide copies as noted.
- Requests denied by one designated decision-maker may not be reviewed by another designated decision-maker. All appeals of denied requests will be reviewed by the Department Chair or Dean. Appeals will conclude at the level of the Vice President, Workforce Education or Executive Vice President/Provost.

Procedures:

- • Student completes top portion of the *Class Limit Overload Request* form.
- Requests will be referred to one of the designated individuals (noted on the form) on the campus at which the student originates the request.
- The decision-maker will make a good faith effort to collaborate with the appropriate Department Chair and instructor of the class to which the student has petitioned. The decision-maker will note this effort, and whether there was concurrence, on the form.
- The decision-maker will note the action taken, and rationale on the form.

Note: Supply of forms will be maintained in the Campus Administrative Office and Campus Admissions & Records Office. Printing of forms is the responsibility of the Admissions & Records Office.

Communication/Reporting:

- The instructor, Department Chair and Dean will receive copies of the form indicating both the action taken and rationale.
- The decision-maker will submit a *Class Limit Overloads Report* each semester (per dates noted on the log) to the Vice President, Workforce Education or Executive Vice President/Provost.
- To ensure compliance with these guidelines, the Vice President or Executive Vice President/Provost, will review all *Class Limit Overloads Reports* at the end of each semester.
- The Vice President or Executive Vice President/Provost will review results at least once annually with academic supervisors.

