

## Procedure 3.0701

### Class Size Enrollment Procedure

#### Curriculum

Class size will be determined by space restrictions and effective pedagogical practice. The vice president of academic affairs or a dean will seek approval from faculty members when overloading course sections beyond the predetermined capacity.

#### Continuing Education

The Continuing Education Director or Coordinator will complete a [Class Size Request Form](#) and submit to the vice president of continuing education for approval. If approved, the completed form will be filed in the class folder for documentation purposes.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Class Size and Enrollment Policy](#)

#### History

**Senior Staff Review/Approval Dates:** *6/5/15, 9/19/17*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*