

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*