

SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES

PROCEDURE NO. 5221

TITLE: COURSE OVERLOADS AND ENROLLMENT MINIMUMS

BASED ON POLICY: 5.22 WORK SCHEDULES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ACADEMIC
AFFAIRS AND STUDENT SERVICES

I. Purpose:

To establish guidelines for course overloads and class enrollment minimums

II. Procedure:

A. General Provisions

1. In an effort to maximize the number of students in each class offering and minimize the number of required course overloads, the following guidelines provide a framework to promote consistent and equitable load, as well as fiscal responsibility.
2. Academic deans will monitor and follow these guidelines when forwarding load sheets for approval.
3. The vice president for academic affairs and student services (VPAA/SS) has final approval and can authorize exceptions on a case-by-case basis.

B. Course Overloads

1. The maximum number of course/contact-hour overloads per semester varies depending on the type of instructional faculty. Department chairs are allowed one college credit course/90 contact hours of overload per semester. Full-time faculty and non-faculty (i.e., SFSC employees who are academically qualified to teach but, due to their position, are nonvoting members of Faculty Council) are allowed two college credit courses/180 contact hours of overload per semester as shown below:

Instructional Faculty	Maximum number of college credit course overloads per semester	Maximum number of contact hours of overloads per semester
Department Chair	1	90
Full-time Faculty	2	180

2. Independent studies, FYE, internships, and Co-Op Education Training Experience are not considered overloads for the purposes of this procedure.
3. For full-time employees who are not classified as faculty or adjuncts, the maximum for teaching loads that exceed amounts specified in individual employment contracts (if applicable) is two courses or 180 contact hours.
4. Although course overloads do not apply to adjunct faculty, the maximum teaching load of adjunct faculty is three college credit courses/270 contact hours per semester as shown below:

Instructional Faculty	Maximum number of college credit courses per semester	Maximum number of contact hours per semester
Adjunct Faculty	3	270

C. Enrollment Minimums

1. The target minimum enrollment for each class in the fall or spring semester is 15 and the minimum in the summer is 12 as shown below. This allows leeway should actual enrollment be reduced during the Add-Drop Period.

Semester	Minimum enrollment*
Fall / Spring	15
Summer	12

* Clock hour program courses that are taught concurrently (i.e., cross listed) shall use the total enrolled

2. One week prior to the start of each semester, any class with enrollment below these minimum numbers, should either be canceled or be approved

by the chair with the permission of the appropriate dean and the VPAA/SS.

3. Certain courses can have reduced enrollment caps that must be pre-approved by the VPAA/SS. This includes honors courses, first-time-offered courses, special enrollment programs, high-liability ratio requirement courses, courses with state-mandated enrollment caps, etc.
4. Program enrollment of courses in all divisions will be evaluated annually and a minimum class size will be determined and approved by the VPAA/SS.
5. The use of independent studies should be minimized. Independent studies should only be offered in those instances where a course is needed for graduation during the upcoming semester and there are no suitable alternative courses for students to take during the timeframe requested.

HISTORY: Adopted: 10/6/20

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Reviewed:

Revised: