

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	COURSE ENROLLMENT AND CANCELLATIONS	09-0202	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-9.1 Curriculum	February 14, 2024		

Purpose

The purpose of this procedure is to describe College procedures relative to maximizing student access in the course sections the College offers each term while maintaining optimal instructional quality. It is the joint expectation of the administration and the faculty that each student's instructional experience begins during the first class meeting of every course.

Procedure

A. Enrollment Limits:

- Standard course sizes are determined through the College's curriculum process and maintained in the official curriculum file. With justification and in collaboration with their academic supervisor, faculty members may request/pre-authorize the addition of students beyond the standard course size up to a maximum of ten percent (10%). Likewise, during registration periods the standard class size may be increased up to a maximum of ten percent (10%) for a given section by the supervising academic administrator in consultation with the faculty member of record in order to optimize student access. Classroom/lab capacity, equipment, accreditation requirements, delivery modality and safety as well as other compelling academic reasons, shall be taken into consideration regarding all such requests/approvals.

B. Low-Enrollment Classes:

- The decision to "run" a class section in which enrollment is less than fifty percent (50%) of the standard course size is the responsibility of the appropriate Associate Provost/Associate Vice President in collaboration with the supervising academic administrator. Factors for consideration should include program completability and student access across the College, program maturity, accreditation standards, current average course size for the discipline, delivery modality as well as optimal facility use. Classes in which student enrollment is five (5) or less students will be designated as independent study status for the calculation of faculty compensation. Exceptions to this standard must be approved by the Associate Provost/Associate Vice President in collaboration with the academic administrator. The supervising academic administrator shall communicate the potential necessity to run a class as an independent study to the impacted faculty member no later than the first day of each session within a term. A final determination regarding the designation of a class as independent study may be deferred until the last day of "the drop without penalty window" to allow enrollment to build. Faculty accepting or declining an independent study assignment is governed by the Collective Bargaining Agreement (CBA).
- For each session within a term the deadline for cancelling a class will be the last day of regular registration. Refunds are automatically generated for students on cancelled class rolls. The Office of Financial Aid will adjust awards appropriately for students receiving financial assistance who do not elect a schedule addition.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
COURSE ENROLLMENT AND CANCELLATIONS	09-0202	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-9.1 Curriculum		February 14, 2024

C. Overrides and Level Changes:

1. Students may be overridden into synchronous classes (including hybrid and hyflex, as defined by the Florida Department of Education) that have not met, provided that the class is not full and that they meet all prerequisites.
2. When extenuating circumstances are present, students may be registered for classes that have begun with the permission of the faculty member. The appropriate dean, associate dean, department chair, or instructional program manager, or designee will determine if a student's circumstances are extenuating and will secure the faculty member's permission before a student is added to a class under this provision.
3. Student registrations adversely affected by administrative or system error will be corrected. Whenever possible, such students will be placed in classes that have not begun or in classes pre-authorized for additional enrollment.
4. Faculty-initiated "level changes" will be supported to ensure that students are enrolled in the most appropriate course. Students must give consent for level changes for reasons other than lack of earned pre-requisite requirements.

REFERENCES: F.S. 1001.64, 1001.65, 1007.263

Adopted Date: November 18, 2008

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