



**TIDEWATER COMMUNITY COLLEGE**  
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MEMORANDUM

To: Daniel DeMarte, Vice President for Academic and Student Affairs  
From: Kimberly Bovee, Chair, College Faculty Senate  
Date: September 23, 2009  
Subject: Motion from the College Faculty Senate on Enrollment Overload Policy

On Thursday, September 3, 2009, the College Faculty Senate met and the following motion was passed:

Motion: The College Faculty Senate requests that the TCC Class Size and Overload procedures approved June 29, 2007, be adhered to by all campuses.

This procedure is not listed in the Faculty Handbook, accessible online, or contained in the newly created policies and procedures website. As such new deans or deans unaware of the procedure may need to be reminded of the procedure's existence. I have included it on the second page of this memorandum and supplied a digital copy.

Thank you for considering our request. If you have any questions or I can offer further assistance, do not hesitate to contact me.

**TIDEWATER COMMUNITY COLLEGE**  
**CLASS SIZE/OVERLOAD PROCEDURES**

**Purpose**

These procedures describe the process to be followed by academic administrators for enrolling students beyond the established course size for credit courses.

**Procedures**

A. Class Size Limit

1. Academic Deans, in consultation with full-time faculty and approval from the campus Provost, will establish credit class size in accordance with sound pedagogical practices, room size limitations, and attention to campus efficiency factors. This applies to both traditionally taught courses and online courses. In cases where consensus on class size cannot be reached, the Vice President for Academic and Student Affairs, in consultation with the Faculty Senate, will determine the size.
2. Class size is established prior to the publication of the semester course schedule and any changes in class size after the due date of the semester schedule must be approved in advance by the faculty member teaching the course. Course size indicated in SIS will reflect the original approved size and shall not include any overload approved by the faculty member teaching the course.
3. Per the work of an Ad Hoc Committee (October 2001), class size limits have been established for some ENG courses.

B. Class Size Change Procedures

1. In all cases—without exception—courses overloaded beyond the established class size must be approved in advance by the faculty member who is responsible for teaching the course. This is meant to protect faculty choice, equity, and adherence to sound pedagogy.
2. In cases where a course is overloaded with faculty approval and then the course is reassigned to another faculty member, that faculty member must be apprised of the course overload and approve its class size limit before being required to teach the course.
3. Any deviations from this procedure must be approved in advance by the Vice President for Academic and Student Affairs.

**Authorization: Michael Summers, Vice President for Academic & Student Affairs**

**Date: June 29, 2007**

**Effective Date: Immediately**