

Addendum to Course Caps Protocols

9/19/19

1. For fall semesters, course caps will be raised from “Optimum” to “Doable” through the process described in the “Course Caps Protocols,” with the following revisions:
 - a. Up to 30 days prior to the beginning of fall classes, course sections filling at “Optimum,” or within two students of filling at “Optimum” and judged likely to fill by Academic Affairs, will be raised to “Doable.” Department chairs and instructors should look for the changes in caps on the Academic Course Schedule.
 - b. Within 30 days of the beginning of fall classes, course sections filling at “Optimum” will be noted by Academic Affairs, which will discuss overloading the course with the department chair and instructor. The extent of overload will be limited to students demonstrating need of the course for timely progress toward degree or accepted into the course at the discretion of the instructor.
2. For spring semesters, course caps will be raised from “Optimum” to “Doable” through the process described in the “Course Caps Protocols,” with the following revisions:
 - a. Through the Reading Day for the fall semester, course sections filling at “Optimum,” or within two of filling at “Optimum” and judged likely to fill by Academic Affairs, will be raised to “Doable.” Department chairs and instructors should look for the changes in caps on the Academic Course Schedule.
 - b. After the fall semester’s Reading Day, course sections filling at “Optimum” will be noted by Academic Affairs, which will discuss overloading the course with the department chair and instructor. The extent of overload will be limited to students demonstrating need of the course for timely progress toward degree or accepted into the course at the discretion of the instructor.