

Prorate Document for low enrolled overload courses:

Adjunct and full-time overload low enrolled courses will be prorated or canceled. Load hours for low enrolled classes will follow a formula based on the lecture/lab number, the student enrollment number, and the adjunct rate.

Prorate Calculation Chart:

# of students	3 load hour class	4 load hour class	4.75 load hour class	X load hour class
1 - 5	1.5	2.00	2.38	$0.5 * X$
6	1.8	2.40	2.85	$0.6 * X$
7	2.1	2.80	3.33	$0.7 * X$
8	2.4	3.20	3.80	$0.8 * X$
9	2.7	3.60	4.28	$0.9 * X$
10	3.0	4.00	4.75	Full load

1. Informed Consent: Faculty members with courses that are considered low-enrolled and subject to proration will be notified by their supervising Associate Vice President (AVP) or Dean in conjunction with the low-enrolled meeting.

Revision date 12.7.2023