

## Prorate Document for low enrolled overload courses:

**Regular load for full time faculty up to 15 credits hours will not be prorated.** This procedure applies only to low-enrolled courses that create an overload for full time faculty or are taught by adjunct faculty.

Low-enrolled overload courses are determined at the low-enrolled meetings, which involve the deans, associate deans, department chairs, and VPAA. **If it is decided at the low-enrolled class meetings that a class will be run at full load, then that will not change.** All classes that are not identified as low-enrolled at the time of the low-enrolled class meeting will be run at full load, regardless of changes in enrollment.

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. An exception may be made by the VPAA if a low enrolled course is needed for students to complete a program as indicated by the published progression plan in the current catalog year.

### Prorate Calculation Chart:

# of students	3 load hour class	4 load hour class	4.75 load hour class	X load hour class
1 - 7	1.5	2	2.38	X/2
8	1.6	2.13	2.53	8*X/15
9	1.8	2.4	2.85	3*x/5
10	2.0	2.67	3.17	2*X/3
11	2.2	2.93	3.48	11*X/15
12	2.4	3.2	3.8	4*X/5
13	2.6	3.47	4.12	13*X/15
14	2.8	3.73	4.43	14*X/15
15	3	4	4.75	Full load

Please see the scheduling office for the current formula.

1. **Partial Overload:** This procedure only affects faculty load over 15, so only the extra load hour/s would prorated according to the X load hour class column.
2. **Informed Consent:** Faculty members with courses that are considered low-enrolled and subject to proration will be notified in conjunction with the low-enrolled meeting.
3. **Special Cases:** Faculty members may present special cases to their Supervising Dean. Exceptions require the approval of the Supervising Dean or Associate Dean **and** Vice President of Academic Affairs or designee.

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