

Policy and Procedure

Undergraduate Course Enrollment Cap Policy

Issuing Body	USF College of Education - Undergraduate Studies and Office of the Dean
Applies To	All undergraduate course sections offered by the College of Education; Centralized Scheduling; Department Chairs; Department Staff.
Final Authority	Department Chairs, in consultation with Centralized Scheduling and the Associate Dean of Undergraduate Studies. The Dean retains final authority when necessary.

1. Policy Statement

The College of Education at the University of South Florida (USF) establishes a minimum enrollment cap of 35 students for all undergraduate course sections to ensure efficient use of instructional resources and support sustainable scheduling.

Student demand related to degree progression may require enrollment caps above this minimum. Centralized Scheduling monitors enrollment demand and, when appropriate, submits a formal request to the applicable Department Chair to increase a course cap. Approved increases become effective only after authorization by the Department Chair or the Associate Dean/Dean of the College.

Note: This policy establishes a minimum enrollment cap, not a maximum. Undergraduate course sections may not be scheduled below 35 students without written justification, Department Chair approval, and coordination with Centralized Scheduling.

2. Cap Increase Approval Process

1. Centralized Scheduling identifies enrollment demand related to degree progression (e.g., waitlists, advising recommendations, or degree audit data).
2. Centralized Scheduling submits a formal request to the applicable Department Chair to increase the enrollment cap.
3. The Department Chair reviews the request, considering classroom capacity, faculty workload, instructional quality, and other relevant factors.
4. The Department Chair approves, modifies, or denies the request. Centralized Scheduling updates the course schedule accordingly.

3. Exceptions

Sections may be scheduled below the 35-student minimum only with written justification and Department Chair approval, coordinated with Centralized Scheduling. Common grounds for exception include:

- Capstone, practicum, internship, clinical, or field-based courses subject to accreditation or licensure requirements.
- Courses limited by classroom, laboratory, studio, or specialized equipment capacity.
- Newly established programs or courses in which temporary lower enrollment is necessary to support program implementation.
- Courses required for timely student degree progression when projected enrollment is below the minimum threshold.
- Other exceptional circumstances approved by the Department Chair and the Associate Dean of Undergraduate Studies.