

**Mailing Address:**

P.O. Box 3995  
Atlanta, GA 30302-3995

**In Person:**

Urban Life Building  
140 Decatur St., Ste. 400  
Atlanta, GA 30303

Phone 404-413-1142  
Fax 404-413-1140  
Web [publichealth.gsu.edu](http://publichealth.gsu.edu)



### **Policy on SPH Course Capacities and Overflows**

SPH course capacities ("CAPs") are set by the SPH Dean in consultation with SPH Department Chairs and the SPH Academic Affairs Committee. With some exceptions due to course content, the college follows the following general formula for SPH course capacities:

- 2000-level courses: 70 students
- 3000-4000-level courses: 45 students
- 5000-8000-level courses: 30 students
- 9000-level courses: 20 students

A proposal to permanently change a course CAP must follow the SPH Academic Affairs Committee voting process (i.e., subcommittee[s] of program[s] that house[s] the course must approve, department home of course must approve, AAC must approve, SPH full faculty and Dean must approve, etc.).

In rare situations, the SPH Dean or SPH Department Chair may temporarily adjust (raise or lower) the course CAP on one offering of a course to accommodate a unique issue (e.g., fitting the course into a smaller classroom space or accommodating a larger-than-usual cohort). These should be limited (one-time) changes.

Instructors may "overflow" their course capacity at-will, but should first confirm with the Assistant Director of the SPH Office of Academic Assistance and Career Services that their assigned (physical) classroom can accommodate the increased number of students. Online courses have no limit to the number of students who can be overflowed.

While the SPH Dean or SPH Department Chair has the authority to overflow a course when needed (i.e., to help a student achieve adequate degree progression or entry into their program of study, etc.), they are encouraged to first discuss with the instructor the reason(s) why the overflow(s) is/are needed.

#### **Policy Administration**

Policy Owner: SPH Dean

Responsible Personnel: SPH Academic Affairs Committee, SPH Dean, SPH Department Chairs (and SPH Department Coordinators)

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