Course Limit Overload Pay Calculation

PROCESS:

Course limit workload will be tracked after add/drop each semester by each Program Director and/or Dean. At the close of each academic semester, those requesting course limit overload pay for their faculty must submit the attached form to the VP, Academic Affairs (one form per faculty member). With approval, the credit limit overload pay form will be forwarded to Campus Coordinator for issuance of payment directly to the faculty. If not approved, the VP, Academic Affairs will document reasoning and return the form to the Program Director and/or Dean with further action indicated, as applicable.

Please note:
- Course limits are outlined in the faculty handbook.
- Course limit overload will be paid based on the rate of payment for instructor and divided by student limits for the course, then multiplied by how many are over the limit.
  - Example
    - The course is 3 credit hours.
    - Instructor pay is $1000 per credit hour (rate varies)
    - 3000 for course divided by limit of 25 for hybrid/online = 120 per student
    - 120 times the amount over the limit = payment for course limit overload
- Payment will be issued after add/drop of each semester.

Course Limit Overload Pay Calculation

Academic Year: _____

Faculty Name & Employee #: _____

Division: _____

Cost Center to be charged: _____

Course: _____

Allowable Course Limit: _____

Course Limit Overload: _____

Reasoning:

_____

_____

_____

_____

_____   _____
          Faculty Requesting   Date

APPROVALS

	Signature	Date
Program Director		
Dean		
VP, Academic Affairs		

For HR Use ONLY

Course Limit Overload	Rate of Pay	Total Amount Due