

SPA Waitlist Guidelines

Decisions about whether and how to admit students on a waitlist into a course should be based on several factors, including the nature of the course, optimal class size, room capacity, financial costs, and the capacity and experience of the instructor. These guidelines will assist SPA Program Directors in making decisions about course waitlists.

The School of Public Affairs follows the guidance in the [CU Denver Waitlist Policy](#) published by the Office of the Registrar. The Course Coordinator will establish waitlists when enrollment requests exceed enrollment capacity. In the case of in-person classes, the maximum waitlist size may also be affected by the physical capacity of the assigned room. The table below outlines the SPA guidelines for maximum enrollment overages as well as the enrollment capacity for classes at each academic level.

	Undergraduate		Graduate	
	<i>Enrollment Capacity</i>	<i>Maximum Enrollment Overage</i>	<i>Enrollment Capacity</i>	<i>Maximum Enrollment Overage</i>
In-Person	60	7	35	5
Online	35	5	25	3
Hybrid	45	5	30	3

When making decisions about a waitlist for a particular class, Program Directors have three options:

1. The Program Director may elect not to allow any students to enroll in a course above the enrollment capacity.
2. The Program Director, in consultation with the Deans, may request that an instructor absorb a full or partial waitlist in accordance with the suggested overage guidelines above.
3. The Program Directors may request, at the discretion of the Dean, that an additional section of a course be added if the amount of waitlisted students exceeds the suggested maximum enrollment overage.

Because Options 2 and 3 are likely to impose additional costs on SPA, Program Directors must involve the Deans in these decisions.

WAITLIST MANGEMENT DECISIONS

Absorbing a Waitlist

Throughout the course of registration leading up to the start of term, SPA Deans and Program Directors will be monitoring enrollment progress via weekly enrollment updates distributed by the SPA Course Coordinator. Roughly 4 weeks before the term starts, Deans and Program Directors will review all waitlisted courses and determine which courses are eligible to either fully or partially accept their waitlist. All Program Directors will communicate their decisions to the SPA Course Coordinator who will submit all necessary information, including projected additional compensation, to the Deans for review. Once the Dean has approved the additional compensation and new enrollment projections, the SPA

Course Coordinator will reach out to the instructor of the waitlisted course to request that they add the additional students.

If the instructor or faculty member does not allow any additional students to enter the course, then the waitlisted students will be notified at that time that the course is at capacity. The students may remain on the waitlist in the event an enrolled student drops.

Adding a New Section

Should the amount of waitlisted students exceed the suggested maximum enrollment overage or if the Program Directors determine that the amount of waitlisted students would interfere with the effectiveness of instruction, the Program Director may request, at the discretion of the Dean, that an additional section be offered.

If a new section is added, the faculty member/lecturer teaching the full section may not teach the new section if it will exceed their designated teaching load as described in their offer of employment. Any requests by a faculty member/lecturer to teach an overload will not be considered except in very unusual circumstances. To proceed with a request, the "Faculty Load Adjustment Request Form" must be routed accordingly.

Compensation for Enrollment Overages

The amount of \$150 per student will be paid to the faculty member/lecturer for each student above the original enrollment capacity. At census date, the official count of students over the original enrollment capacity will be calculated by the SPA Course Coordinator. The course coordinator will submit the overage compensation table to HR and the Assistant Dean for Operations for review and approval. Once approved, HR will notify the faculty member/lecturer of the over-enrolled course the amount to be expected at the end of the term. All payment for enrollment overages will be received in the final month of the semester in which they occur (i.e., fall semester overages will be added to the December paycheck).

Exceptions

Should a student on the waitlist need the course for a graduation requirement, the SPA Course Coordinator, in consultation with the Program Director and Advisor(s), will request an exception be made by the instructor for the graduating student(s) to join.

If the waitlist exceeds the suggested maximum enrollment overage and an additional section was not feasible due to budgetary restrictions or instructor availability, the excessive overage may be approved at the discretion of the Dean.