



Dear Faculty Colleagues,

As a new semester begins amidst the District's process of schedule reductions, you may be faced with the decision of whether to add students to your sections beyond the class limit. As educators, we all care deeply about the success of our students, and turning students away can be a difficult thing to do, but AFA would like to remind you that faculty members are not obligated to undertake the uncompensated workload associated with adding students beyond the class maximum.

You are under no obligation to add students beyond the class maximum. The class maximum is either the published class limit in the schedule of classes, or the number of seats or stations in the classroom, whichever is smaller. If the number of seats or stations in the classroom is greater than the published class limit, you are still not obligated to add students. For online classes, you are not obligated to add students beyond the maximum class limit.

You are under no obligation to add wait-listed students to your class. If enrolled students drop the class, students from the wait-list will be automatically added to fill the vacancies until after the first class meeting. Beyond that automatic process, there is no obligation to add remaining wait listed students to your section. Remember that you must drop the other wait-listed students manually after the first class meeting or those remaining wait-listed students will be automatically added to the class.

If you have any questions, please feel free to contact the AFA Office.

Sincerely,

Karen Frindell Teuscher
President, All Faculty Association