

6.0 OVER TALLY POLICY

In accordance with the **Long Island University LIUFF Collective Bargaining Agreement (September 1, 1997 to August 31, 2000), page 47**, "Consistent with past practice, existing class size maxima shall not be exceeded without the concurrence of the full-time faculty of the affected department...Such concurrence will not be unreasonably withheld." The new Agreement should be consulted for any changes to the existing policy on class size maxima.

In addition, the faculty has approved the following Department policies:

ACCOUNTING, TAXATION AND LAW

The Department does not permit the over tally of courses except on an "exception" basis as approved by the Department Chair. The signatures of the instructor and Department Chair are required on all student registration and drop/add cards granting an exception.

COMPUTER SCIENCE

The Department does not permit the over tally of courses except on an "exception" basis as approved by the Department Chair. The signatures of the instructor and Department Chair are required on all student registration and drop/add cards granting an exception.

PUBLIC ADMINISTRATION

The Program does not permit the over tally of courses except on an "exception" basis as approved by the Program Director. The signatures of the instructor and Program Director are required on all student registration and drop/add cards granting an exception.

MANAGERIAL SCIENCE

The Department does not permit the over tally of courses except on an "exception" basis as approved by the Department Chair. The signatures of the instructor and Department Chair are required on all student registration and drop/add cards granting an exception.

To assist the Managerial Science faculty in their consideration of an over tally request, the following guidelines should be followed:

1. For all core undergraduate management, marketing and finance courses at the 101 and 102 level, a maximum of 5 over tallies will be allowed by the Chair.

2. For all advanced undergraduate courses in management, marketing and finance above the 102 level, a maximum of 3 over tallies will be allowed by the Chair.
3. Over tallies will not be approved for MAN 131, QA 128 and QA 129.

MBA and MS HUMAN RESOURCES PROGRAMS

The Programs do not permit the overtally of graduate courses except on an “exception” basis as approved by the Program Director. The signatures of the instructor and the Program Director are required on all student registration and drop/add cards granting an exception.

Faculty are not obliged to permit over tallies and will be fully supported by the Department Chair, Program Director and Dean if their decision is to deny them upon student request. However, in many courses, registration numbers fluctuate within the first two weeks of the term and the granting of over tallies may be appropriate to maximum class enrollments.

To expedite the registration process, the Academic Advisor has been given the authority to sign on behalf of the Department Chair or Program Director according to these established limits. Students will not be permitted to over tally a course where the prerequisites have not been met.