

Course Quota Override Request

Beginning with the Spring 2022 semester, the course quota in Blackboard will be 2GB. Instructors are asked to take steps to reduce course sizes to 2GB or below. To reduce course storage, please review the documentation here: [How to Decrease Course Size](#). If an extenuating circumstance might warrant a course quota override, please complete the request form below. Two types of override requests will be considered. An instructor may request a temporary override for a single semester by filling out the top portion of the form below and emailing it to FCLD. Or, if a course must exceed the 2 GB quota permanently, an instructor will need to fill out the form below AND must get both department chair and dean approval. Please complete a separate form for each course override requested.

Instructor Name: _____ UH Email: _____

Phone: _____

CRN You are requesting an override for: _____ Course Term: _____

Current Course Size*: _____

*Instructors can estimate course size using the Export course function in the Control Panel:

- From the Control Panel, select Packages and Utilities.
- Select Export/Archive Course.
- Select Export Package.
- Under Package Size, select Calculate

Reason for Override: _____

Instructor signature: _____ Date: _____

Department Chair and Dean (or Designee Approvals) Required for Permanent Course Quota Override Requests

Approved: Not Approved:

Department Chair signature: _____ Date: _____

Approved: Not Approved:

Dean (or designee) signature: _____ Date: _____

Please forward the completed request form to fclid@hartford.edu

Please contact fclid@hartford.edu or call (860) 768-4661 with any concerns or questions about the course quota, or to set up an appointment with an FCLD member to review your course(s).