

# **CAROLINAS COLLEGE OF HEALTH SCIENCES**

## **POLICY AND PROCEDURE**

### **ACADEMIC**

**SUBJECT:** COURSE ENROLLMENT SIZE

**REVIEWER(S):** Provost\*  
Director of Student Records and Information Management  
Program Chair – General Studies

### **POLICY**

The retention and success of students are of the highest priority to the college. To maximize student success, maximum course enrollments have been established to ensure adequate instructor access to each student. Courses will generally follow the capacity recommendation unless there are conditional restraints that cannot be alleviated including but not limited to equipment, classroom size, supplies and/or safety concerns. Additionally, to ensure efficient utilization of resources and effective teaching and learning experiences, minimum course enrollments have also been established. Established course enrollments take into consideration factors such as method and mode of delivery (e.g., lecture, lab, clinical, online) as well as accreditation and licensing guidelines, space constraints, and other physical limitations, and safety.

### **PROCEDURES**

#### **A. Course Enrollment Maximums**

Course maximums are based upon course categories which include traditional lecture, automated online, writing inclusive online, writing intensive online, lab and online lab.

1. Traditional lecture courses that meet on campus and are not team taught will typically be limited to 40 students. For courses that are team taught, the student-to-instructor ratio will be typically limited to 40:1.
2. Automated online courses that require minimal written assignments, minimal written feedback, and/or have a majority of the assignments that are automatically graded by the learning management system will be limited to 45 students.
3. Writing-inclusive online courses that require frequent feedback on student work, including but not limited to weekly discussions, projects, and/or a few written assignments, will be limited to 35 students.
4. Writing-intensive online courses that require large amounts of instructor feedback including but not limited to multiple large papers and multiple large discussions each week will be limited to 30 students.
5. Science lab courses that are required as part of a lecture course or as a co-requisite for a lecture course will be limited to 24 students. Special consideration given to safety, equipment and supplies, and enrollment maximums may be reduced at the recommendation of the program chair.
6. Online lab courses that are offered completely online or require most of the student assignments to be completed online will be limited to 12 students.
7. Clinical courses that require either direct or indirect supervision by program faculty will be limited in accordance with accreditation and licensing guidelines specific to the program.

#### **B. Course Enrollment Minimums**

1. The enrollment minimum is 10 students for traditional lectures, automated online, writing-inclusive online, and writing-intensive online courses.
2. The minimum number of offerings for lab courses is determined by the number of lecture students enrolled. Labs will not have a minimum class size, but no more lab sections should be offered than required to cover the maximum number of students that could enroll in the lecture.

3. If course enrollment does not meet the established minimum, the program chair must seek an exception from the provost or decide to cancel the course. The decision to cancel the course should be made at least one week before the start of the course.
  - a) If the decision is made to cancel the course, the program chair will notify the director of student records and information management and the faculty that was designated to teach the course.
  - b) The program chair and the director of student records and information management will work to notify the students that have registered for the course and help provide suggestions for alternate enrollment options if needed.
  - c) If the student needs the course at the time of cancellation as determined by the student's program curriculum sequence, the program chair and the director of student records and information management may recommend that the student either be allowed to enroll as part of joint offering with Cabarrus College of Health Sciences or that the student may be granted a waiver to complete the required course out of sequence.
  - d) The registration process for a joint offering will be initiated by the director of student records and information management.
  - e) For course waivers, the program chair and the director of student records and information management will complete the Course Waiver-Sequence Variance-Suspension of Clinical Coursework for Non-Academic Reasons form, which will be noted on the student's electronic record and retained within their academic file.
- C. Exceptions to Enrollment Maximums and Minimums
  1. Courses in programs with cohort sizes below 10 will have an enrollment minimum that coincides with the program cohort size.
  2. Enrollments maximums for online courses may be extended by up to 8 students at the recommendation of the program chair with instructor permission.
  3. Certain constraints, such as space availability, may necessitate exceptions to established course maximums.
  4. Recommended course maximums for a specific course can be changed if a course undergoes revisions that cause the category of the course to be changed.
  5. Special exceptions to course minimums and maximums can be made at the recommendation of the program chair with the approval of the provost.
- D. The Course Enrollment Size policy will be reviewed annually.

## **REFERENCES**

### **Related Policy to Consult**

#### **Carolinas College:**

HUMAN RESOURCES - Compensation

### **Related Form**

Course Waiver-Sequence Variance-Suspension of Clinical Coursework for Non-Academic Reasons Form