

SUBJECT: 200 Academic Affairs

POLICY: 204.15 Course Capacity

RELATED PROCEDURE:

EFFECTIVE: February 2017

REVISED:

REVIEWED:

Policy

Course caps are set through consensus between the appropriate Division Director and faculty member. The following criteria will be considered when establishing course caps:

- **Room size** - Course caps cannot exceed the physical capacity of the room the class is scheduled for.
- **Equipment capacity** – Courses that require specialized equipment cannot have more students than the available equipment will accommodate safely.
- **Accreditation standards** – Courses that are part of accredited programs must maintain the course caps prescribed by accreditation standards.
- **Clinical space** – Courses that require clinical experience cannot have course caps that exceed the available clinical spots.
- **Instructor workload** – Course caps should not place an unreasonable burden on faculty. Assignment quantity and depth should be considered and the course cap set to allow faculty to grade assignments and provide timely feedback.
- **Student interaction** – Course caps should be low enough for students to have the opportunity to participate in all required course activities.
- **Online courses** – The recommended course cap for online courses is set at 25. Deviation (taking more or fewer students) from the recommended online course caps is considered by the Division Director at the instructor's request.
- **National Standards** – Where they exist, national standards for course caps should be considered.
- **Safety** – Course caps should be set in ways that recognize the need for safe movement, adequate working space to prevent collisions and spills of dangerous substances, etc.