

**Title:           Setting and Raising Class Limits: Procedure**

- Initial Action:**
  - Board Resolution:**
  - Last Revised**
    - **Policy:**           N/A
    - **Procedure:**   4/6/22
  - Last Reviewed:**   4/6/22
  - Effective:**
  - Next Review:**       4/2025
  - Responsibility:**   Academic Programs
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**PROCEDURE:**

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this procedure every three years or as needed.

**Defining class limits for new courses**

1. When a new class is approved by Academic Affairs Committee (AAC), the faculty teaching the course and the chair of the affiliated department will make a recommendation as to the class size to the Chief Academic Officer or designee, defined as CAO in the remainder of this document. The recommendation will be based on one or more of the following:
  - a. Best practices in the following contexts:
    - i. Standards articulated by recognized experts in the discipline
    - ii. Probable class-size impact on achieving course outcomes
    - iii. Probable impact of method of delivery, such as online, on achieving course outcomes
  - b. Accreditation requirements
  - c. Class size/enrollment in similar courses if applicable
  - d. Safety standards
  - e. Classroom size for face-to-face courses<sup>1</sup>
  - f. Equipment availability
  - g. Student need
2. Once the class limit is set, raising the class limit requires the approval of the CAO in consultation with the dean, chair, and faculty in the discipline.
3. If the number of course seats available unexpectedly does not meet overall student need, the CAO will consult with the department chair and dean on how to meet this need without negatively impacting student learning or instructor workload. Possible solutions might include (a) adding a section(s) of this course or (b) temporarily raising the enrollment limit, as long as CAO, chair, and faculty agree that the class size may be increased modestly without violating the aforementioned criteria. In the case of b, the

original class size will be restored for the next semester as additional sections can be added. The decision of the CAO is final.

4. Individual full-time faculty may temporarily increase the class limit to their own classes only if doing so does not run counter to the criteria listed in #1 and with department chair approval. Any requests to temporarily increase the enrollment in adjunct faculty classes should be made to the chair directly. This includes requests made by individual students to add a full course due to graduation needs and class availability.
5. Advisors should consult this procedure when a student requests to be enrolled in a class at or over the published limit.
6. Questions or concerns regarding the class limits of existing courses should be taken to the department chair who will address the issue with the CAO.
7. Once the final decision is made using the aforementioned procedure, the CAO will communicate this information to the chair of the department and the appropriate dean. The chair is responsible for communicating the change to affected faculty members immediately upon learning about the change.