



Course Delivery & Size Parameters¹

20-05.02

Applies to: All OHSU School of Nursing courses at all locations

1.0 POLICY STATEMENT

This policy establishes the minimum and maximum number of registered students that can enroll in a course offered by the School of Nursing. The enrollment limits are based on the delivery mode of the course, whenever or wherever offered. All courses, regardless of level of study, are expected to have a minimum enrollment of six students per assigned faculty. Maximum course enrollment per assigned faculty is a function of the mode of delivery as follows:

Course Delivery Mode	Minimum	Maximum	Maximum Distance
Distance	6	25	N/A
Dual-Delivery	6	16	6
Hybrid	6	25	N/A
In-Seat Course: Seminar	6	16	N/A
In-Seat Course: Lecture	6	64	N/A

Expected courses that do not meet the minimum enrollments will be cancelled. The appropriate Senior Associate Dean may cancel any low-enrollment courses 5 business days prior to the official start of the academic quarter taking into account (1) the effect of cancellation of a course on student academic progress, (2) the need for a course to meet accreditation content requirements, and (3) and other enrollment or resource issues. If the course enrollment exceeds the maximum, the appropriate Senior Associate Dean may (1) increase the maximum for the course or (2) offer another section of the course. This policy supports the effective and efficient use of instructional resources.

2.0 DEFINITIONS

- 2.1 "Distance Course" refers to a course delivered asynchronously or not occurring at the same time for all students. Students are located off campus, complete course requirements using distance education technologies, and have flexibility in the exact time and day in which they complete those course requirements, within the parameters set by the faculty of record.

¹ Previously titled *Course Cancellation*

- 2.2 “Dual-Delivery Course” is a course in which the faculty is in a classroom with students both in-seat, and students attending via synchronous (meaning occurring at the same time) visual, camera-aided modality from a distance. In dual-delivery courses, all students attend instructor-led classroom sessions at specified times throughout the term irrespective of either being *in-seat* or *distance* students.
- 2.3 “Hybrid Course” is a course delivered through a combination of synchronous and asynchronous activities determined appropriate by the faculty of record given the course content and student learning outcomes.
- 2.4 “In-Seat Course” refers to a course in which the faculty and students are in the same room, face-to-face, in one designated location. There are two types of in-seat courses:
- **Lecture:** Lecture courses are characterized by faculty-led didactic delivery of course content.
 - **Seminar:** Seminar courses are characterized by faculty facilitation of student exchanges with a focus on shared discussion of information and experiences.

3.0 RESPONSIBILITIES

Appropriate Senior Associate Dean responsible for course census and discussion with Program Directors regarding course cancellation or course expansion.

4.0 PROCEDURES

There are no procedures related to this policy.

5.0 RELATED POLICIES

Not Applicable

6.0 KEY SEARCH WORDS

course enrollment limits, cancellation of courses.

7.0 REVISION HISTORY

10/01/2002	Reviewed by Academic Programs
01/24/2005	Reviewed by Academic Affairs
06/06/2012	Major review and content addition regarding course types and maximum class sizes
06/26/12	Approved by SON Academic Council
07/11/12	Approved by OHSU Committee on Academic Policy

Responsible Officer: Dean of the School of Nursing
Policy Contact: School of Nursing, 503-494-7444
Supersedes: N/A

SIGNATURE PAGE:

Original signed copies stores in the School of Nursing Office of Academic Affairs

Date:

**Paula Gubrud-Howe, Sr. Associate Dean for Education and Statewide Programs
School of Nursing**

Date:

**Christine Tanner, Interim Dean
School of Nursing**

Date:

**David Robinson, Executive Vice Provost
Oregon Health & Science University**