

**Policy Number:** 20-05.02**Policy Title:** Course Delivery & Size Parameters**Effective Date:** April 26, 2021Page 1 of 2

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## 1. Policy Statement

This policy establishes the minimum and recommended maximum number of registered students that can enroll in a course offered by the School of Nursing. This policy supports the effective and efficient use of instructional resources. The enrollment limits for course sections 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 section. Expected courses that do not meet the minimum enrollments will be cancelled unless there are extenuating circumstances approved by the appropriate academic leaders (program director/Campus or Senior Associate Dean). The appropriate academic leader may cancel any low-enrollment courses 5 business days prior to the official start of the academic term 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.

Recommended maximum course enrollment per section is a function of program capacity and the mode of delivery.

- The recommended maximum enrollment for a distance (online) and hybrid course section is 25.
- The recommended maximum enrollment for a seminar section (regardless of delivery method) is 16.
- Recommended maximum enrollment for a face-to-face course section is a function of program and physical space.

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 or create additional course sections in the LMS. Faculty workload should be aligned with course enrollment according to the Faculty Workload Formula.

## 2. Definitions

- 2.1 **Distance Education:** Education that uses one or more types of technology to deliver instruction to Students, who are separated from faculty and to support regular and substantive interaction between the Students and faculty, either synchronously or asynchronously.

- 2.2 **Hybrid Delivery:** An educational program or course that includes both face-to-face and distance education.
- 2.3 **Face-to-face:** Course delivery method in which faculty and learners are physically in the same location.
- 2.4 **Seminar:** A course related to a specific educational topic within a field. Topics for seminar courses may change each term.
- 2.5 **Synchronous:** Method of course delivery where education and instruction occurs at specified times.
- 2.6 **Asynchronous:** Method of course delivery where education and instruction do not occur in the same place or at the same time (E.g., Recorded lectures, self-paced message boards).
- 2.7 **Learning Management System (LMS):** Software platform used to manage, track, and deliver education.

### 3. Responsibilities

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

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**Implementation Date:** October 1, 2002

**Revision History:** January 24, 2005; June 6, 2012; June 26, 2012; July 11, 2012.

**Related Policies and Procedures:** Not Applicable.

**Responsible Office:** School of Nursing Office of Academic Affairs

**Supersedes:** Not Applicable.

**Key Words:** course enrollment limits, cancelation of courses.