

Title: Setting and Raising Class Limits: Procedure

- ☐ **Initial Action:**
 - ☐ **Board Resolution:**
 - ☐ **Last Revised**
 - **Policy:** N/A
 - **Procedure:** 5/4/2025
 - ☐ **Last Reviewed:** 5/4/2025
 - ☐ **Effective:**
 - ☐ **Next Review:** 5/2028
 - ☐ **Responsibility:** Academic Programs
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PROCEDURE:

Academic Senate and the appropriate Senate Standing Committee may 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 the 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 decision of the CAO is final. 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
 - iv. Probable impact on the ability to assign work recognized as best practices in the discipline due to the grading load.
 - b. Accreditation requirements
 - c. Class size/enrollment in similar courses, if applicable
 - d. Safety and accessibility standards
 - e. Class size for modality
 - f. Equipment availability
 - g. Student need
2. Once the class limit is set, increasing the class limit requires the approval of the CAO in consultation with the dean, chair, and faculty in the discipline. While the CAO is expected to consult with the dean, chair, and faculty in the discipline, the decision to modify the class limit is the CAO's.
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 with consideration given to potential impacts on student learning and instructor workload. Possible solutions include, but are not limited to: (a) adding a section(s) of the course; or (b) temporarily raising the class size limit, as long as CAO, dean, chair, and faculty consult regarding 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. 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 in consultation with department chair or dean and CAO/designee approval.

4. Any requests to temporarily increase the class size in adjunct faculty classes should be made to the chair, whenever possible, who will consult with the Dean. This includes requests made by individual students to be added a full course due to graduation needs and class availability. The final decision is by the CAO/designee.
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 or dean, who will address the issue with the CAO.
7. Once the final decision is made using the aforementioned procedure, the CAO/designee 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.