

POLICY & PROCEDURES MEMORANDUM

TITLE:	MINIMUM CLASS SIZE
EFFECTIVE DATE:	September 16, 2003* <i>(*Title Updates 6/7/12; 2/23/05)</i>
CANCELLATION:	DCI 1502.3 (12/2/85)
OFFICE:	Academic (AA)

POLICY STATEMENT

A main goal of Delgado Community College’s course offerings is to provide opportunity for students to satisfy all program completion requirements in a timely manner. To accomplish this, the College has established guidelines and procedures to ensure that required courses are offered regularly and in a sequential order. In addition, minimum class size requirements and exceptions to minimum enrollments have been established to provide for efficient and responsible management of these course offerings. The procedures and guidelines regarding minimum class size requirements are outlined in specific detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish minimum class size enrollment requirements and exceptions to minimum enrollments that ensure required courses are offered regularly and in a sequential order.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all courses in all academic divisions, college-wide, during the fall and spring semesters and summer sessions. Non-credit courses offered by the Workforce Development and Education Division are exempted from the provisions of this memorandum.

3. **Definitions**

- A. ***Required Major Courses*** are those courses that are required for program completion in either an associate degree or certificate program.
- B. ***Other Courses*** are those courses that fulfill partial program requirements such as: general education, required related, approved elective, and free elective courses.

4. **Guidelines**

A. **Class Size Requirements for Required Major and Other Courses**

- All *lecture courses* will have a minimum of fifteen (15) students enrolled in order for a class to be offered.
- All *laboratory courses* will have a minimum of ten (10) students enrolled in order for the class to be offered.

B. **Exceptions to Class Size Requirements**

The following may be used as justifications for exceptions to the minimum enrollment requirements:

1. New program course offerings
2. New course offerings in already existing programs
3. Rotation course offerings
4. Customized course offerings
5. Atypical course offerings
6. Classroom size and design limitations (e.g., for science, computer and fine art lab courses)
7. Clinical experience

C. **Course Sequence**

Courses that are required for an associate degree or certificate will be offered on a regularly scheduled basis, at least once an academic year, in order for students to satisfy all program completion requirements.

5. **Responsibilities**

A. Each *Division Dean* will:

- (1) ensure that courses that are required for program completion as well as those that fulfill other program requirements are offered on a regular basis and in sequential order; and
- (2) ensure that criteria for minimum class enrollment are adhered to and requests for exceptions are submitted in a timely manner.

B. The Vice Chancellor for Academic Affairs maintains final approval on all class sizes, exceptions to minimum course enrollment, and course offerings.

6. **Cancellation**

This policy and procedures memorandum cancels DCI 1502.3, *Minimum Class Size*, dated December 2, 1985.

Review Process:

Academic Affairs Council 8/28/03
Executive Council 9/16/03

Distribution:

Electronic Distribution Via Intranet and E-Mail Systems