



Date: November 19, 2009

To: Dr. Inessa Levi, Provost and Vice President of Academic Affairs

From: Dr. David Rock, Dean of the College of Education and Health Professions

RE: Minimum course/class size policy

The following is a **draft** of the *minimum class size* policy to be considered to determine appropriate enrollments in the College of Education and Health Professions for fall and spring semesters. Decisions about summer offerings are based on the College's ability to maintain a balanced summer budget and will be considered separately.

Undergraduate courses	15
Graduate courses required by the major	5
Graduate courses offered as electives in a major	10

The same policy applies to both traditional and online courses.

Exceptions

Many courses listed in the College of Education and Health Professions are for a variety of field-based, clinical practice supervision in nursing, education, health science, exercise science, and counseling. Section limits for internships, practicum, field and lab experiences, student teaching, and clinical practice are maintained by the department chairs in order to adhere to accreditation standards for both state and national levels. Therefore, these minimums may be exceptions to the policy.

Other exceptions are made on a case by case basis. Department chairs should submit a list of course offerings in a memo to the dean and should contain the following documentation:

- Course and section number
- Course enrollment
- Enrollments in other sections of the same course
- Justification for the reduced minimum enrollment