

# Polk State College Procedure

Subject	Reference	Date	Number
Determining Class Size	Rule 2.03 Procedure 1006	10/23/07	1003

- I. The purpose of this procedure is to define the process for establishing the “Course Standard Enrollment Allocation” and to define how this standard is employed in the scheduling and registration processes.
- II. Procedure
  - A. The objectives for defining the standard and its role in scheduling and registration are as follows:
    1. Quality learning experiences for students
    2. Orderly planning and scheduling
    3. Orderly, effective registration
    4. Outstanding service to students
    5. Balanced enrollment distribution
  - B. Definitions
    1. Course Standard Enrollment Allocation—the established standard student headcount enrollment allocation for a specific course.
  - C. Course Standard Enrollment is established by the appropriate dean in consultation with the appropriate instructional staff and the Vice President for Academic and Student Services. In establishing these standards the following criteria will be considered:
    1. Data and information in regard to student success in the given course
    2. Course complexity and/or difficulty
    3. Instructional methods typically employed in a standard section of the course
    4. Special considerations such as specialized facilities and/or equipment necessary to the course
    5. Other special factors that may influence the size of a standard section
    6. Format of the course: Online courses will be capped at 25 except for ENC 1101, ENC 1102, LIT 1000 and college prep courses which will be capped at 22. The first time a faculty member teaches online, the course will be capped at 18. Future courses (whether the same or new preparations) would have the standard enrollment cap of either 22 or 25. Hybrid courses have the same enrollment standard as equivalent face-to-face courses.
  - D. Once the Course Standard Enrollment Allocation has been established, the dean is responsible for ensuring this information is entered into the electronic course master file. This standard will

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be printed as the course section allocation in the class schedule and other related reports.

The Course Standard Enrollment Allocation values are listed in Attachment 1 of this Procedure.

- E. Every effort will be made to adhere to the Standard Enrollment Allocation. However, in special situations, and to meet a specifically identified student need, the appropriate dean may deviate from this standard for a given section. The maximum addition to any course will be no more than two students (assuming facilities permit additional students). In each case of such deviation from the standard, PSC Procedure 1006 will be followed in respect to the instructor's workload.

During registration to meet a specific, identified and verified student need, the deans and/or their designates may, on a student-by-student basis, exceed the Standard Enrollment Allocation of a specific section of a course. .

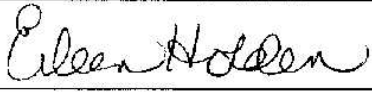
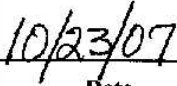
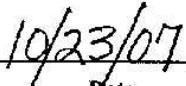
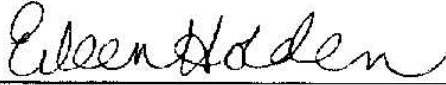
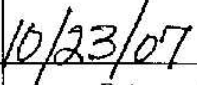
- F. A student will be admitted to class only if the student meets one of the two following criteria:
  1. The student's name appears on the official college course roster
  2. The student presents a valid paid registration receipt for the specific course and section to which he/she seeks admission

Students meeting neither of the two criteria above will not be admitted to class; will not be hand-entered on the class roster; and will be directed to Student Services for assistance.

**Attachments (1)**  
 Course Section Information

**History**  
 Adopted: September 13, 1974  
 Revised: August 13, 1979; July 7, 2000; October 23, 2007

**Distribution:**  
 All Holders of PSC Procedures Manual  
 All Faculty

			
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			
President's Approval			Date