



Policy Name:	Class and/or Program Size
Policy Number:	1.166
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

## Grading Scale

Policy regarding credit class and/or program size and necessary exceptions to anticipated enrollments based upon licensing board requirements and other regulatory considerations is established by the Northwest Louisiana Technical Community College.

### 166.1 SCOPE AND APPLICABILITY

This policy sets anticipated class and program size standards at 15 students. However, based upon required criteria by program accreditation bodies, safety, and the number of workstations available, exceptions to this number may vary. An instructor may have multiple courses coexisting at one time. In that case, the sum of the students in all concurrent courses shall be used to determine if a class size is met.

All variances from these standards, including emerging programs, will require approval from the Director.

### 166.2 EXCEPTIONS TO ANTICIPATED CLASS AND/OR PROGRAM SIZE

The following considerations may be justification for approving classes and/or programs with less than the anticipated size:

- |         |  |
|---------|--|
| 166.2.1 | Size of available classroom  |
| 166.2.2 | Number of available workstations   |
| 166.2.3 | Amount of available equipment  |
| 166.2.4 | Courses taught under specified mandates (Accrediting bodies, etc.)                                       |
| 166.2.5 | Instructor teaching multiple laboratory courses, simultaneously, whereby enrollment figures are combined |
| 166.2.6 | Program teach out  |
| 166.2.7 | Graduating students  |
| 166.2.8 | Summer semester and intersession credit courses (10 students)  |
| 166.2.9 | New and emerging programs  |

### 166.3 PROGRAM ACCOUNTABILITY

Program accountability will be the responsibility of each College. This includes determining program probation status (failure to meet enrollment standards), developing a program improvement plan, and implementing guidelines for program suspension or closure.

Approved:

A handwritten signature in black ink, appearing to read "Jeyda Spillers", written over a horizontal line.

Dr. Jeyda Spillers

Chancellor

