

- 6.1 The number of students per class (class size) shall be designed to promote student success and access subject to limitations inherent in the nature of the class, the size of the room, the number of available student stations and available equipment, and the safety of students. The maximum class size under the above criteria may be recommended by affected faculty through the relevant department, and shall be subject to reasonable approval of the appropriate college Vice President or his/her designee.
- 6.2 **Maximum Class Size**
- 6.2.A. Faculty members may not enroll students beyond the capacity assigned by management without the advance approval of the Dean.
- 6.2.B. The maximum class size for classes designed for students with disabilities shall be 20 or shall meet existing laws and regulations.
- 6.2.C. The maximum class size for English composition classes shall be 27.
- 6.2.D. Where state or federal law limits class size, or limitations on class size are required for compliance with an external accrediting agency (e.g., Nursing), class sizes shall be capped at the number specified by law or accrediting agency.
- 6.2.E. Maximum enrollment capacities for all class sections shall be documented in the Class Schedule.
- 6.3 A regular credit course must have at least fifteen (15) students enrolled by the last add date on the class roster to be eligible to continue.
- 6.4 Exceptions for regular credit courses with enrollments of less than 15 may be approved on the basis of factors which include, but are not limited, to the following:
- 6.4.A. Individual classes that meet specific District graduation requirements.
- 6.4.B. A third or fourth semester of instruction in sequential class.
- 6.4.C. Single class offerings that are not scheduled annually, but meet specific curricular requirements.
- 6.4.D. Classes where added reimbursement pays one-half of the salary of the instructor or meets contract obligations with other agencies.
- 6.4.E. A combined class of two or more levels of instruction scheduled at the same instructional hour may be considered for the continuance of each section on the total enrollment of the combined groups.
- 6.4.F. Introduction of a new course essential to adopted curricula or approved for experimental study.
- 6.4.G. Essential remedial classes in which instruction must be highly individualized.
- 6.5 The District shall establish the dates of the class adjustment period (that period during which registered students may add and drop courses) on each campus. The class adjustment period shall be scheduled for a minimum of ten (10) consecutive working days