

# Class-Size

## Academic Affairs – Administration

### CWU Policy 504-02

**Effective:** June 12, 2019

**Policy Review Date:** YEAR

**Policy Executive:** Provost and Executive Vice President of Academic Affairs

**Responsible Office/Unit:** Deans Council

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

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- (1) Course enrollment limits are determined by a number of factors including
  - A. the maximum number of students in which a high level of student learning can take place
  - B. instructional method (format) and mode
  - C. the available seats or work stations in a classroom
  - D. other factors such as limits set for accreditation, safety, etc.
- (2) Classes with fewer enrollments than that listed below may be offered only with approval of the appropriate college dean, in consultation with the department chair.
  - A. Level Enrollment:
    - 100-200 - 24
    - 300-400 - 15
    - Graduate - 10
  - B. Examples of potential exceptions include:
    1. The course is required for graduation and suitable substitutions cannot be made for students.
    2. The course is in a newly established program, concentration, or specialization.

3. The course is a cross-listed or layered course taught as a single class at the same time, where the combined section total is above minimum enrollment.
4. The course is being offered for the first time.
5. The classroom capacity constrains enrollment (e.g., labs).
6. Maximum course enrollment is limited by the general education program rules.

**History:**

*Responsibility: Provost/VP of Academic Affairs; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC;  
Review/Effective Date: 07/2008; 06/12/2019; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-20-030, June 2025*