



Title: Class and/or Program Size
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation: AA1930.137
Office: Instructional Services (IS 100)

Class and/or Program Size

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 Louisiana Technical College.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

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James R. Sawtelle III
Vice President for Career and Technical Education



Class and/or Program Size

Procedures and Specific Information

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 Regional 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 Regional Technical Education Center. This includes, determining program probation status (failure to meet enrollment standards), developing a program improvement plan, and implementing guidelines for program suspension or closure.

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