

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6104 Minimum Class Size	Page 1 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-17-2017	Last Revision:

Three Rivers College course offerings strive to provide the opportunity for students to satisfy all program completion requirements in a timely manner. To accomplish this, the college has established this policy to ensure that required courses are offered regularly and in a sequential order. In addition, minimum class size requirements and exceptions to minimum enrollments have been established to provide for efficient and responsible management of course offerings. The procedures and guidelines regarding minimum class size requirements are outlined in specific detail herein. Non-credit courses are exempted from the provisions herein but shall, at a minimum, cover the costs of the non-credit course.

Definitions:

Required Program Courses: are those courses that are required for program completion in either an associate degree or certificate program.

Other Courses: are those courses that fulfill partial program requirements such as: general education, required related, approved elective, and free elective courses.

Class Size Requirements for Required Major and Other Courses

All lecture courses will have a minimum of ten (10) students enrolled in order for a class to be offered. All laboratory courses will have a minimum of ten (10) students enrolled in order for the class to be offered.

- Any course offered with fewer than the minimum requirement shall have a prorated rate of pay at 1/10th per student enrolled. Classes not meeting minimum enrollment requirements shall not be placed in the normal teaching load of a faculty member while an overload course is paid at the full rate.
- Program requirements for which there is one section and no curricular alternative shall be considered in load.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6104 Minimum Class Size	Page 2 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-17-2017	Last Revision:

Exceptions to Class Size Requirements

The following may be used as justifications for exceptions to the minimum enrollment requirements:

- New program course offerings.
- New course offerings in already existing programs.
- Rotation course offerings.
- Customized course offerings.
- Atypical course offerings.
- Classroom size and design limitations (e.g., for science, computer and fine art lab courses).
- Clinical experience.

Course Sequence

Courses that are required for an associate degree or certificate will be offered on a regularly scheduled basis, at least once per academic year, in order for students to satisfy all program completion requirements.

Responsibilities

Each Departmental Chairperson shall:

- Ensure that courses that are required for program completion, as well as those that fulfill other program requirements, are offered on a regular basis and in sequential order; and
- Ensure that criteria for minimum class enrollment are adhered to and requests for exceptions are submitted in a timely manner.

The Chief Academic Officer maintains final approval on all class sizes, exceptions to minimum course enrollment, and course offerings.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6104 Minimum Class Size	Page 3 of 3
Associated Regulation:	
References:	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-17-2017	Last Revision:

DOCUMENT HISTORY:

05-17-2017: Initial approval of policy IP 6104 Minimum Class Size.