



SUBJECT: 200 Academic Affairs

POLICY: 204.15 Course Capacity

RELATED PROCEDURE:

EFFECTIVE: February 2017

REVISED: April 2023

REVIEWED:

Introduction and Purpose

The number of students in a course section affects learning, teaching and the financial stability of Great Falls College MSU. In order to provide an excellent learning and teaching experience, the college has established standard maximum enrollment capacities for course sections, often referred to as “course caps.”

Policy

Great Falls College MSU has established 25 as the standard course capacity. However, the capacity may vary based on the following criteria:

- **Room size** - Course caps cannot exceed the physical capacity of the instructional space.
- **Equipment capacity** – Courses that require specialized equipment cannot have more students than the available equipment will accommodate safely.
- **Cohort program size** – Courses that are part of a cohort-based program may have lower or higher course caps based on the size of their cohorts.
- **Accreditation standards** – Courses that are part of accredited programs must maintain the course caps and instructor to student ratios prescribed by accreditation standards.
- **Clinical space** – Courses that require clinical experience cannot have course caps that exceed the available clinical spots.
- **Instructor workload** – Course caps should not place an unreasonable burden on faculty. Assignment quantity and depth, length of term and modality, and balance between blocks when applicable should be considered to enable faculty to grade assignments and provide timely feedback.
- **Student interaction** – Course caps should allow students to participate in all required course activities.
- **National Standards** – Where they exist, national standards for course caps should be considered.
- **Safety** – Course caps should be set in ways that recognize the need for safe movement, adequate working space, and appropriate supervision to prevent accidents from occurring etc.