



Center for Teaching and Learning
Office of Distance Learning
 Best Practice Manual

Section Title: Course Enrollment	Last Approved/Updated: 10/19/2005
Guidelines for Enrollment Caps in Distance Learning Courses:	
Related Procedures: Faculty Teaching Assignments and Contracts for Distance Learning Courses	

Enrollment in Distance Learning Courses shall adhere to the following principles:

I. TV Courses

Enrollment in TV courses shall not exceed thirty students.

II. Net Courses

1. The first time a course is delivered, the enrollment will not exceed fifteen students.
2. The second time the course is delivered, it will meet the enrollment standards of twenty students regardless of whether the instructor has taught the course before.
3. Caps for all net courses are administered by the Office of Distance Learning including all student requests for seats in courses that are full or require instructor permission.
4. As a measure of prudent enrollment management the Director of Distance Learning in cooperation with the Department Chair can arrange OverCap agreements from twenty one to twenty nine students with instructors prior to the beginning of the course.

III. Hybrid Courses

1. The first time a course is delivered, the enrollment will not exceed fifteen students.
2. The second time the course is delivered, the enrollment will be determined by the size of the classroom regardless of whether the instructor has taught the course before.