

Bemidji State University Course Cap Guidelines Spring

Upon implementation, all previous policies, agreements, and precedents are no longer in effect.

This document provides general guidance regarding minimum course caps. Per IFO contract, we will take recommendations from programs and departments. Whenever appropriate, higher course caps are encouraged. While efforts will be made to consult with programs via the school's chair, the dean has ultimate administrative authority to change course caps to meet enrollment demands. Online sections do not receive an automatic reduction in the cap.

Typically minimum course caps will be as follows:

- **1000-level and 2000-level courses** will be set at a minimum of 40. They will be set at available room capacity if all classrooms that can accommodate 40 students are occupied.
- **3000-level and 4000-level** will be a minimum of 35. This includes courses cross-listed as 5000-level courses. Undergraduate to Graduate student ratios in cross-listed courses will be adjusted according to enrollment trends and waitlists. Adjustments can be communicated to the Records Office by the faculty member, school chair, or dean.
- **6000-level courses or graduate only 5000 level courses** will be set at a minimum of 25 or at the average enrollment level over the past two academic years, if higher.

Exemptions are as follows:

- For courses requiring specialized equipment and/or safety considerations (e.g. labs), room capacity will be set to the capacity of the equipment.
- Enrollment caps below 25 will always be set at the maximum allowed by special circumstances.
- For courses that the dean agrees fit writing intensive and/or speaking intensive pedagogies, the minimum cap will be set to 25, irrespective of level.