

## DAU 3-16 Class Size Policy

Policy Code	Policy Name		
DAU 3-16	Class Size Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Deanship of Registration, Admission, and Students Affairs - Students Performance Committee at the department and college levels	10/2023	10/2027	

### 1. Policy Purpose

This policy provides transparent guidelines for the class size and determines the maximum and minimum class size that enables students to engage adequately with the learning experience. It also provides exception criteria for class size limits to ensure degree progress and on-time graduation for students.

### 2. Policy Scope

This policy applies to all classes at DAU Campus and for virtual classes too.

### 3. Policy Statement

It is DAU's commitment to ensure that students have a positive learning experience, so the number of students in each class should not exceed a certain limit. The university complies with the rules of the Ministry of Education in determining class sizes. The class sizes are also decided by the pedagogy used, the limitations of the teaching spaces, and the facilities that are available. The university also recognizes that the class enrollments that are too low are unaffordable for the college and institution, and because of this concern, the policy provides guidelines about what constitutes appropriate minimum class size to guarantee effective use of institutional resources.

### 4. Policy Procedures

#### Class Size Limits

- Maximum Enrollment

Class sizes should not exceed the following maximum enrollment level, measured in counts of students:

- For business, management and Law undergraduate programs, class sizes should not exceed 35 students.
- For medical fields class sizes should not exceed 25 students.
- For applied Architecture and design, class sizes should not exceed 35 students.
- For postgraduate programs, class sizes should not exceed 25 students.

- Exceptions for Maximum Enrollment

Class sizes may vary from these limits in certain circumstances but must be approved by the College Dean and the Dean of Admissions, Registration, and Student Affairs to ensure that curricular programs are delivered in a timely and sequential manner, ensuring students have confidence in completing their degree and program requirements on time.

Classes that meet the following criteria will be considered exceptions to the maximum enrollment requirement:

- Classes where the pedagogy of the subject is not compromised.
- Computer-based classes.
- Tutorials, studios, clinical and technical classes.

- **Minimum Enrollment**

DAU does not specify minimum enrollment level to offer a required course as per a student's study plan because a postponement of offering such course would impact students on-time graduation. However, departments may need to cancel a class due to one of the following reasons:

- The class is an elective class with less than 5 students registered for the course, and there are other course options that students can select.
- There are other sections in which students can be accommodated.

The university does not specify minimum class size for the following types of courses:

- The course is required in the student's study plan and must be offered as a prerequisite to another course so that students can follow their study plan and maintain the proper sequencing of courses.
- The course is required for graduation and if the class were canceled it would hinder the student's normal progress toward graduation.
- Independent study
- Clinical experiences
- Internships & Field Experience

### Class Cancellation

The Department Head is eventually in charge of canceling classes, making sure that the students enrolled in the class are informed immediately by the -Deanship of Registration, Admission, and Students affairs via email/ or text message so they have sufficient time to revise their schedules and select alternative course options.

### 5. Related Policies/ Documents/ Forms

DAU 3-2 Academic Progress Policy  
DAU 3-14 Teaching & Learning Policy

### 6. Document History

Version	Issue/Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy