

Application for Increasing Class Size

A program planning to significantly increase the number of first-year students enrolled must submit this application and receive Council approval prior to the enrollment date for the cohort in which the increase will occur (see Glossary, “Enrollment”). The COA’s Evaluation and Analysis Committee will review programs’ fully completed applications at a regularly scheduled meeting (~~December, April, and September~~) and provide notification of its preliminary decision to programs within 45 business days.

DEFINITION

Class Size: Class size is the total number of first year enrollees in one year based on NBCRNA data. For programs admitting more than one class per year, the total of all students enrolled in one year is considered to be a single class.

Significant Increase: Programs experiencing a significant increase in first-year enrollment must submit the Council’s *Application for Increasing Class Size*. The Council considers a “significant increase” one that meets any of the following conditions:

- A proposed one-time class size increase of four students **OR** an increase that results in an enrollment cohort of 10% or greater than the program’s approved Class Size, whichever is smaller.
- Incremental increases that result in an overall increase of four students **OR** a 10% increase in enrollment as compared to the program’s approved Class Size.
- For programs currently on National Certification Examination monitoring or with unresolved citations related to adequacy of resources, any increase in Class Size—even if one student—is considered significant. An *Application for Increasing Class Size* must be submitted to demonstrate there are adequate resources to support an education program that meets Council Standards.

Programs Establishing Initial Class Size of 41 or More

~~Programs where the **initial** class size is determined to be 41 or more will be required to submit this application providing evidence that there are currently existing sufficient resources to assure an educational program that meets Council standards. (**Exception**: if a program has undergone a satisfactory (10 year accreditation awarded) on-site review with the same number of students upon determination of initial class size as it had when it was last accredited). **Example**: a program is three years into a 10 year accreditation cycle and has the SAME number of first year students (45 first year students) when the initial class size is determined as it had when it was accredited (45 first year students), the program will not have to apply to the Council for approval to admit 45 students into an incoming class.)~~

Programs with Proposed Class Size Increase Resulting in 40 or Less First Year Students

~~Provide narrative responses to items **1 through 6.a** below.~~

Programs with Proposed Class Size Increase Resulting in 41 or More First Year Students

~~Provide narrative responses to items 1 through 6.g below.~~

~~**Programs with Unresolved Concerns Related to Adequacy of Resources Proposing to Increase Class Size**~~

~~Provide narrative responses to items 1 through 6.g below.~~

~~**Programs in Monitoring for NCE Pass Rate Performance Proposing to Increase Class Size**~~

~~Provide narrative responses to items 1 through 6.g below.~~

~~**Programs Experiencing Rapid Growth over the Last 3-5 Years**~~

~~Programs experiencing a one-time large increase or significant increases in class size as determined in at least one annual report during the last 3 to 5 years (or some other factor) must provide responses to items 1 through 6.g below.~~

PROCEDURE

Programs applying for approval of an significant increase in class size must complete the following items ~~as directed above~~:

- 1) Rationale for the proposed increase.
- 2) Official start and end dates for the program.
- 3) The current number of enrolled students by year of enrollment.
- 4) The projected number of students for the next year (and the percentage increase in first-year enrollment the program will experience based on the additional enrollments).
- 5) The number of students on leave(s) of absence (LOA) and when they will be reinstated.
- 6) Plans for adequate resources to include:
 - a) Number and types of clinical cases, including required specialty experiences, and COA-approved sites available for education. Include the minimum, maximum, and average number of case totals for the program's most recent graduation cohort, in addition to a listing of COA-approved clinical sites impacted by the increase, as supporting documentation.
 - b) Number of qualified faculty in relation to the total number of students in the program, including adequate faculty resources for scholarly work oversight, presented in a completed COA Faculty Resources Matrix (see Glossary, "Scholarly work oversight"). Describe plans and provide supporting documentation evidencing approval to add faculty as the program grows, if applicable.
 - c) Sufficiency of financial support for an increased number of students.
 - d) Adequacy of physical resources, learning resources, support personnel, and

student services.

- e) National Certification Examination pass rate of graduates, as calculated by the COA in accordance with the Certification Examination policy and presented in the COA's NCE pass rate template. Newly-accredited programs without NCE pass rate data may not request a significant increase in Class Size (as defined by the COA).
- f) ~~Current accreditation status and length of accreditation~~ Most recent COA decision letter related to current accreditation status and length of accreditation (please append).
- g) ~~All~~ Description of any unresolved concerns related to the adequacy of resources (i.e., Standards A.10.1-A.10.6), -as identified in a COA decision letter resulting from an onsite review, as well as review of the COA's midpoint student and faculty evaluations, or other formal COA actions ~~results related to resources.~~

Revised: 01/29/22; 10/26/18; 05/31/18; 05/19/17