

Application for Increasing Class Size

A program qualifying as significantly increasing 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 and may provide notification of its preliminary decision to programs within 45 business days. Incomplete applications (or those requiring full Council review) that cannot be preliminarily approved by the Evaluation and Analysis Committee will need to be reviewed at the next scheduled meeting of the COA, if practicable.

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 planning 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. **Example**: A program with an approved **class size** of 50 students is required to submit an *Application for Increasing Class Size* if planning to increase its enrollment for the next academic year to 54 students (since the program will have surpassed the four student increase threshold).
- Incremental increases that result in an overall increase of four students **OR** a 10% increase in enrollment, whichever is smaller, as compared to the program’s approved **class size**. Programs will be required to submit an *Application for Increasing Class Size* as soon as the four student **OR** 10% increase in enrollment is met. **Example**: A program with an approved **class size** of 24 students is not required to submit an *Application for Increasing Class Size* if increasing enrollments to 25 students in Year 1 and 26 students in Year 2; however, submission of an *Application for Increasing Class Size* will be required for an enrollment increase to 27 in Year 3 (since the program will have surpassed the 10% threshold, rounded up to the nearest whole number).
- 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.

PROCEDURE

Programs applying for approval of a **significant increase** in class size must complete the following items:

- 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;~~ 1) total case numbers for each student in the program's most recent graduating cohort, including all required cases and experiences as defined in the *Standards for Accreditation of Nurse Anesthesia Programs Practice Doctorate*; and 2) in addition to a listing of COA-approved clinical sites impacted by the increase with the number and types of cases presented in the COA Clinical Site Experiences Template *Available Cases for All Cohorts*, as supporting documentation. The number of students by year at the top of the template should reflect the total number of students for the class size increase when fully implemented (all three cohorts).
 - b) Number of qualified faculty in relation to the total number of students in the program, including adequate faculty resources for scholarly ~~work project~~ 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. Provide supporting documentation evidencing hiring of additional faculty (e.g., signed letter of acceptance), if additional faculty are needed to support the class size increase.~~
 - c) ~~Sufficiency~~ Sufficient of financial support for ~~an the~~ increased number of students.
 - d) Adequacy of physical resources, learning resources, support personnel, and student services.

- e) National Certification Examination (NCE) 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 (up to 5 years of data, if available). Newly-accredited programs without NCE pass rate data may not request a **significant increase** in **class size** (as defined by the COA).
- f) Most recent COA decision letter related to current accreditation status and length of accreditation (please append).
- g) 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, review of the COA's midpoint student and faculty evaluations, or other formal COA actions.

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