

To Chapter Leaders,

The workload article of the MCCC contract defines the number of students that are allowed in each class per semester depending on the type of course. These calculations are made at the end of the add/drop period. If a faculty member exceeds the total number of students, then there shall be a proportional adjustment in the succeeding semester.

The maximum number of students in each course is 32 students per semester except in the following courses:

- 1) 28 students for writing and/or critical thinking intensive courses (see note below).
- 2) 22 students for English Composition, English as a Second Language, introductory foreign language courses, remedial and/or developmental courses.

**Writing and Critical Thinking Intensive Courses:**

There must be mutual agreement between the unit member and the immediate supervisor to reduce the number of students from 32 to 28 in intensive courses.

For **writing** courses, the course description and the syllabus should be sufficient to show that course is a writing intensive course.

For **critical thinking** courses, [the attached document](#) defines the requirements of this course.

If you believe that your course is one of the above-referenced courses and you exceed the maximum student enrollment, contact your immediate supervisor to resolve the matter. If no resolution is reached, contact your chapter grievance coordinator or me.

If you have any questions, do not hesitate to contact me.

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