

## Enabling split or rotating course enrollments for In person courses during the 2020/2021 academic year

Per Healthy Brown guidelines, all hybrid courses are limited to 19 students, or 20 people total, in a classroom at one time. Because classroom assignments are being made according to social distancing capacities, you may choose to rotate your course among the scheduled meeting times. Rotating will allow for increased enrollment, or, if discussion-based, the assignment of a smaller classroom.

### Requests for Rooms Smaller than Enrollment

- Seminar style courses interested in a smaller classroom or space with dual-cameras, may also split the course to accommodate this pedagogical need.
- Smaller rooms may only have a social distancing capacity of 9-12, however, we may be able to assign a smaller room if willing to rotate students among scheduled meeting times.
  - Examples:
    - A. CRSE 0010 is scheduled for J hour, TR 1:00-2:20 PM, has 18 in-person students registered
      - Requests classroom with an SD cap of 12 and cameras in the front and back of the room.
      - Professor may split the course so that nine students meet every Tuesday, and the other nine students meet on Thursdays.
    - B. CRSE 0011A is scheduled for M hour Mondays from 3 - 530 PM and has 19 students registered
      - Requests classroom with an SD cap of 11 and cameras in the front and back of the room.
      - Professor may split the course so that 10 students meet on one alternating Monday and the other group of 9 students meets on the following alternating week
  - In both examples A & B Splitting the course and determining who may attend on which days is solely the responsibility of the course instructor. **It is critical that your students know this advance as you can NEVER exceed the SD capacity at any time inclusive of instructors.**
    - Special text instructions explaining the rotation may be added to the course listing in Courses@Brown - department managers may enter this text for the course in the Course Offering Builder. It should also be clearly communicated in the syllabus.

### Courses Whose Enrollment May Exceed 19

- Course enrollment may exceed 19 **only if** rotating in-person students among the meeting times scheduled for the course.
- Course may utilize **one** standard meeting pattern for course sections and enrollment for in-person students may not exceed the maximum number of students (19) times the number of meeting patterns

- Course sections include sections (e.g. S01), and discussions/conferences (e.g. C01)
- Example:
  - CRSE 0123 scheduled for C hour, MWF 10:00-10:50 AM, will meet 3x/week
  - CRSE 0123 may have as many as 57 in-person students enrolled as long as they are scheduled to rotate between the three scheduled meeting times (3x19)
    - Monday 10-10:50 - 19 students (38 WF in-person are remote)
    - Wednesday 10-10:50 - 19 students (38 MF in-person are remote)
    - Friday 10-10:50 - 19 students (38 MW in-person are remote)
- Courses may have more than three sections to increase the number of in-person students enrolled in the course, however, additional sections may not conflict with the standard meeting patterns and must be held at 5:40 PM or later Mondays through Fridays, or on the weekends.
- Another option is to rotate biweekly, to increase enrollment or minimize the number of meetings per week.
  - Example:
    - CRSE 5678 scheduled for H hour, TR 9:00-10:20 AM, will meet 2x/week
    - CRSE 5678 may allow 76 in-person students by rotating each 19 person group into biweekly meetings
      - Week 1: Tuesday Group 1, Thursday Group 2
      - Week 2: Tuesday Group 3, Thursday Group 4
      - Week 3: Tuesday Group 1, Thursday Group 2 etc..
- Splitting the course and determining who may attend on which days is solely the responsibility of the course instructor. **It is critical that your students know this advance as you can NEVER exceed the SD capacity at any time inclusive of instructors.**
  - If rotating to exceed the in-person maximum of 19, special text instructions explaining the rotation may be added to the listing in Courses@Brown - please request your department manager submit text in the Course Offering Builder. It should also be clearly communicated in the syllabus.