



## **Minimum Class Size Enrollment Policy** **Approved by Provost's Council on May 24, 2023**

This document provides guidelines regarding the minimum enrollment per section for class offerings. During a regular semester (fall/spring) offering, the minimum class size for all undergraduate credit courses is ten (10) students and for all non-law graduate credit courses is seven (7) students. These values are set based upon similar policies at other institutions and to ensure effectiveness and efficiency of course offerings. Colleges may decide to set these enrollment values higher (for example, 16 for lower-division courses and 12 for upper-division classes); however, a clear justification must be given to the Provost's Office when such decisions are made.

Continuation of a course with fewer than the number of students specified above will depend on such factors as:

1. Whether the course is necessary to meet student graduation or curriculum needs.
2. Whether the course is necessary for continuity in an area of study.
3. Whether the course is a teach out for discontinued programs.
4. Whether the course is an advanced upper-level course required for graduation.
5. Whether the course is new and meets a requirement.
6. Whether the lower course cap is a requirement of accrediting bodies

This policy does not necessarily apply to independent study, practicum/internship, individual music instruction, honors courses, directed research/senior research, capstone courses, advanced language courses, or other specialized courses. However, efforts should be made in all instances to ensure that resources are appropriately deployed. In these cases, consultation should be sought from the Dean, when necessary.

*All other low enrolled courses should be canceled once the dean has taken necessary steps to address the reasons behind the low enrollment.* Course enrollment cancellations will generally be decided within one week prior to the course start to allow time for faculty and students to readjust their schedules. Cancellations should be conducted by the department, in consultation with the Dean. Continuation of a course with enrollment less than the established minimum must be approved by the Dean and confirmed by the Provost. Each College should submit a spreadsheet clearly listing the course, the reasons for offering the course, and measures that have already been taken to address low enrollment.

Once a decision to cancel a class has been made, the college should immediately inform the Registrar's Office. In addition, the college should communicate the cancellation to students and their respective advisors. If the faculty member is full-time status, the faculty member's course load or work load should be modified to reflect the change to their teaching assignment.