
Revision Responsibility: Senior Vice President and Dean of the College
Responsible Executive Office: Senior Vice President and Dean of the College
Committee Approval: Academic Council

Purpose:

To detail the maintenance of the course offering when enrollment is low.

Policy for Fall and Spring:

The following policy on low enrollment courses will become effective with the registration period for the fall 2018 term, which will occur during the spring of 2018. We will test the procedure during registration for the spring 2018 term, which takes place during the fall of 2017, but we will not enforce the policy for workload adjustments.

Classes enrolling fewer than 4 students two weeks after the opening day of the registration period for any fall or spring semester will be subject to review for possible cancellation. The Dean of the College will make the final decision regarding cancellation, after consulting with the divisional deans, the department chair, and the instructor for the course.

If the course is cancelled, the faculty member's teaching workload will be adjusted in one of the following ways, arranged here in order of priority. The divisional dean will determine the appropriate teaching workload adjustment in consultation with the department chair and the instructor for the course.

1. Instructor teaches an extra section of a multi-section class in the upcoming semester so that enrollments in other sections can be redistributed. Examples of appropriate courses include those in Ventures, Connections, and Discovery as well as introductory courses in science, mathematics, economics, or management, and courses in Modern Languages.
2. Instructor teaches another course for which there is demand in the upcoming semester.
3. Instructor makes up the cancelled class in either of the following ways.
 - a. Instructor teaches a summer school course without compensation during one of the next two summers.
 - b. Instructor teaches an unpaid overload at some point during the next 4 semesters.

Policy for Summer:

Any course offered during the summer may be subject to cancellation if the enrollment does not meet the required minimum of five (5) students. Courses with an enrollment of less than five students on "enrollment reporting day" (May 1) are subject to cancellation. The Registrar will provide the Academic Dean a list of low-enrollment courses on May 1 for a final decision regarding their offering.