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Revision Responsibility: Provost and Dean of the College  
Responsible Executive Office: Academic Affairs  
Committee Approval: Academic Council

**Purpose:**

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

**Policy for Fall and Spring:**

Classes enrolling fewer than four students three weeks after the opening day of the registration period for any fall or spring semester will be subject to review for possible cancellation. The Provost and 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.
2. Instructor teaches another course for which there is demand in the upcoming semester.
3. Instructor takes on additional service activities that are deemed equivalent to one course and prioritized in order of the needs of the department, academic unit and college.
4. Instructor makes up the cancelled class in either of the following ways.
  - a. Instructor teaches a study abroad or 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.