

Final 2-16-10
College of Natural and Health Sciences
Guidelines for Enrollment Numbers

The following table provides a guideline for decision-making about course cancellations.

Enrollment Table

This table identifies expected minimum enrollments with the understanding that overall averages within a program reach or exceed the target enrollment. Achieving the minimum enrollment does not guarantee a course will not be cancelled. Resource considerations will weigh heavily into cancellation decisions.

Course	Target Enrollment	Minimum Enrollment	Cancellation
100-200 Lecture	40	20	≤ 19
300-400 Lecture	30	15	≤ 14
500-600 Lecture	15	7	≤ 6
700 Lecture	10	5	≤ 4
UG Labs	20	10	≤ 9
Grad Labs	10	5	≤ 4
PER (activity class)	20	15	≤ 14
UG Clinical (CLI)	30	15	≤ 14
500-600 Clinical	15	7	≤ 6
700 Clinical	10	5	≤ 4
UG Seminar (SEM)	20	10	≤ 9
500-600 Seminar	10	5	≤ 4
700 Seminar	5	3	≤ 2
UG Field Experience	40	20	≤ 19
500-600 FLD	20	10	≤ 9
700 FLD	5	3	≤ 2

When multiple sections of a course are offered, if the number of students in one or more minimally enrolled courses can be accommodated in the other sections, the minimally enrolled sections should be cancelled and the students given the opportunity to enroll in one of the remaining sections.

Cancellation exceptions may be made upon consultation with the Dean. Exceptions may be granted for situations such as:

- Accreditation requirements limit specific course enrollment
- Enrollment limits are needed to ensure the safety of the students
- The physical location enforces an enrollment cap
- The program provides information that indicates the minimum enrollment will be reached by the add/drop date
- The course is a grant-related requirement and the cost of course instruction is borne by grant funding
- Course enrollments for the program as a whole are sufficiently robust to justify an exception.

The target date for decisions about course cancellations will be 10 business days before the beginning of the semester. With the understanding that graduate students often do not register until the first week of classes, if reasonable, the graduate course cancellation decision can be extended to the add date. It is the program's responsibility to notify the displaced students and to assist those students, if reasonable, with course alternatives.

Ordinarily, independent/directed study courses, thesis, and dissertation will be excluded from this policy. The exception will occur when such courses are part of a faculty member's compensated teaching load.

Unless the faculty member has approved reassigned time, all full-time faculty must carry a full teaching load before any adjunct instructors are used for instruction. Therefore, when courses or sections are cancelled, some course instructor reassignments may be required. In cases when program course offerings do not allow for faculty of cancelled courses to teach a full load in a given semester, an acceptable strategy is to assign a commensurately increased teaching load in the subsequent term. The application of this strategy should be undertaken in consultation with the Dean's office and documented on workload reports.

When a particular course has a history of low enrollment (i.e., three consecutive offerings) the program should submit a justification for continuing to offer the course in its current configuration. Factors to consider include, but are not limited to, the frequency with which the course is offered, relevance to curricular needs, relevance to program accreditation or professional certification requirements, how the course might be retooled, and whether content might be incorporated in other curricular offerings. Where appropriate, evidence based on assessment data and analyses should be included to help provide an empirical basis for developing plans to reconfigure the course to ensure its long term viability.

Portions of this document were derived with permission from the College of Humanities and Social Sciences.