

TO: College Deans, Associate Deans and Department Chairs

FROM: Amy Thompson, Provost

DATE: May 30, 2023

SUBJECT: Minimum Course Enrollment Guidelines

Moving forward we will be examining course efficiencies on a semester by semester basis. Courses taught to low numbers of students do not make optimal use of our faculty, staff, and other university resources. We do recognize that there will need to be some limited exceptions to this general policy, to avoid significant impact on student progress toward degrees. It will be critical for colleges and departments to advise students accordingly when courses are canceled due to low enrollment. Please note there are specific course enrollments minimums for summer term in the CBA.

Expected Course Minimum Enrollment for each Fall/ Spring Semester:

- 1000 (1xxx) Lower Division 20
- 2000 (2xxx) Lower Division 20
- 3000 (3xxx) Upper Division 12
- 4000 (4xxx) Upper Division 12
- 4000/5000/6000 (4xxx/5xxx/6xxx)
- Combined Upper/Graduate 12
- 6000 (6xxx) Graduate Division, Masters 12
- 7000 (7xxx) Graduate Division, Masters 12; Doctoral 5
- 8000 (8xxx) Graduate Division, Advanced Doctoral 5
- 9000 (9xxx) Graduate Division, Advanced Doctoral 5

1. Under-enrolled classes may need to be cancelled prior to the start of the semester. The Registrar will monitor class enrollments near the start of each term and notify the Dean of the College or a designated representative of classes that are not adequately enrolled. The respective college can approve exceptions as outlined below.

2. Courses and course sections that are under-enrolled may need to be combined with other courses or sections prior to the start of the semester. Ideally multiple sections of the same course would be opened gradually as enrollment demands, rather than opening all possible sections at the start of registration. Multiple-section courses should have additional sections opened gradually, as already open sections fill, to improve the filling efficiency of sections.

3. Cross-listed courses that are taught together may count the total enrollment for meeting the expected minimum course enrollment for the level of course.

4. Exceptions to the minimum enrollment standards include:
- a. Research/Special topics/ Individual Studies/Internships/Co-ops, Practicum courses/ Dissertation or Thesis hours, or Laboratory Sections (where available stations limit numbers).
 - b. Appeal to the Dean's office to teach an under-enrolled course other than the exceptions above.
 - c. Exceptions will be managed by the Office of the Dean, with oversight from the Office of the Provost and the Registrar.

Implementation:

- 1. Final approval of course and section enrollment will reside within the Office of the Dean and Provost.
 - a. Course schedulers will submit an "Underenrolled Course planning spreadsheet to Deans for review/approval
 - b. The Dean or designee of the Dean will be responsible for monitoring course enrollment throughout the registration period.
 - c. The designee will be responsible for regularly reviewing course enrollments with department chairs and academic support staff.

- 2. The Office of the Provost will regularly monitor and review course and section enrollment each semester.
 - a. The Registrar and/or the Institutional Effectiveness group will generate reporting for the Office of the Provost each semester.
 - b. Reports will be generated based on day 7 of the semester. This list will be for review purposes.
 - c. Fall Semester 2023 will be reviewed to set a baseline for under-enrolled courses. Baseline requirements may be adjusted in the future based on reviews of enrollment and budgetary constraints.
 - d. Course and section enrollment efficiency may be used as a factor in resource allocation. These guidelines will be re-evaluated each semester, adjustments will be made as appropriate.

Thank you in advance for your assistance,



Amy Thompson Ph.D

Provost