

# Guidelines for Low Enrolled Classes

## Process and Timeline

1. *The Friday before the first instructional day of each class*, each section of each course should meet at least 50% of the General Considerations criteria. Those not meeting this minimum require a written rationale from the Division Dean based on the Special Considerations criteria. Special consideration will also be given to those course sections with a documented slow fill history.
2. *The first instructional day of each class*, each section of each course should meet the General Considerations standards. Those not meeting this minimum require a written rationale from the Division Dean based on the Special Considerations standards. Upon request by the Dean, a section close to meeting the criteria may be granted a grace period until the second meeting of the class.
3. *The Monday of the second week of a class*, the status of all sections will be determined following the General and Special Considerations.
4. *By Monday of the fifth week of each semester*, for course sections which have not met the General Considerations criteria for two or more consecutive semesters or years, the Division Dean will submit a plan to restore enrollment to the course or program before the course section under scrutiny is offered again.

## Criteria

### General Considerations (no further justification required)

- Minimum Enrollment of 20
  - General college courses with no enforced prerequisite
  - Major courses, first semester in a sequence
- Minimum Enrollment of 15
  - General colleges courses with an enforced prerequisite
  - Major courses, beyond the first course

### Special Considerations (written rationale required)

- For a new course, this is the first time the course is offered.
- For a general college course:
  - The course outline has been approved for a class size less than 15. (The course must meet the minimum specified in the course outline.)
    - There is a facility limitation. (Limited equipment, space, or safety considerations)
    - There is a mandated maximum class size to meet program standards.
  - On a one-time experimental basis, the section is being offered at a non-traditional time, in a new off-site location, or in some other unique way that justifies continuing the section with low enrollment.
  - There are other sections offered, but this one is the only section offered in the evening (or day if others are all in the evening).
  - The instructor (or department) has other courses with excess enrollment that compensate for the course with low enrollment (student load balancing).
  - The section is required to maintain a full-time instructor's 100% load and no other options are available.
  - The section is "stacked" with another (same times, only one section with load)
    - In the case of some specialized courses (i.e. library courses, DSPS, Counseling/Guidance, categorically funded courses, etc.), the decision to not cancel classes with less than 20 enrolled can be made at the discretion of the Dean.
- For a course required for a major, this is the only section and:
  - This is the last course in the sequence, or
  - This is the only section of the course offered in this academic year, or
  - This is a unique program important to the local industry.

*This document is periodically reviewed. Next review to be concluded by Spring 2014.*