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 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 college 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.