

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.)
 - 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)
- 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.