

## Low-Enrollment Course Policy

This policy establishes guidelines for reviewing and potentially canceling academic courses with low student enrollment, while ensuring student progress toward degree completion and faculty workload obligations are appropriately supported.

- 1) Courses will be reviewed for possible cancellation when enrollment falls below the following minimums:
  - Undergraduate courses—6 or fewer enrolled students
  - Graduate courses—3 or fewer enrolled students
- 2) A course that falls below the enrollment minimums may remain scheduled if:
  - It includes senior undergraduate students (or final-year students in applicable programs) who require the course to graduate in the current academic year, and
  - No reasonable alternative exists that would allow those students to fulfill the requirement in a timely manner.
  - Additional exceptions may be considered at the discretion of the Academic Dean based on curricular necessity, accreditation requirements, or other compelling academic factors.
  - A faculty member teaches 2-courses per semester, one of which has an enrollment over 50. In this case the other course would be allowed to run with 3-6 undergraduate students.
- 3) The review and cancellation process will be as follows:
  - Enrollment will be monitored during the registration period and again prior to the start of the term
  - If enrollment falls below thresholds, the department chair will consult with the academic dean to determine whether a course should be canceled or allowed to run under the allowable exceptions above
  - Students enrolled in a canceled course will be notified by the department/program at minimum two academic days before the beginning of the semester and aided in identifying alternative options
- 4) If a course is canceled due to low enrollment, the affected faculty member will be:
  - Assigned an alternative course in the same semester whenever feasible, or
  - If an immediate assignment is not possible, the faculty member will be assigned a new course within 12 months of the cancellation to ensure fulfillment of contractual teaching obligations
- 5) Summer and online teaching fall under different existing policies