Title: Class-Size Minimum Enrollment Guidelines

Category: Instruction and Course Work

Policy No. 2.1
Effective: Spring 1996,
Effective with revisions
May 2002, 2nd revision May
2004, 3rd revision May 2013,
4th Revision July 1, 2014

Policy Statement: The minimum class-size enrollment guidelines for Fall/Spring semesters and
intersessions should be:

- 15 students  undergraduate sections
- 10 students  graduate sections
- 12 students  combined undergraduate and graduate

The minimum class size for summer session will be the decision of the dean based on policy,
practices, program need, and cost of regular and supplemental faculty hired to teach courses.

Background: Discussion, research and review of data regarding class size, sections closed, etc.,
lead to this recommendation.

Purpose: These numbers will serve as “flags” for the Office of Academic Affairs, college deans and
department chairs. Sections with enrollments below these minimums will be reviewed by the above
mentioned offices.

Implementation Date: May 30, 1996; revised October 5, 1999, revised May 2002, revised May
2004, May 2013

Related Procedures: In the event of a section cancellation, the presumption will be that a cost
savings will result, i.e. that either a reduction will occur with adjuncts (fall and spring) or full-time
faculty (summer). Splitting another section would only be warranted if that section significantly
exceeds historical or desired levels. Furthermore, scheduling (e.g., frequency, times, etc.) should be
conducted so as to minimize the number of times a course, or the number of courses in a department
fall below the guidelines. Exceptions to these enrollment guidelines include: a course with
enrollment limited by its nature (e.g. labs, equipment, class room size, etc.), a course required for
graduation, and a single section course with a consistent history of enrollment above guidelines.

Also see Policy 6.1 Intersessions - Undergraduate Maximum Course Load

Coordinating Offices:

Academic Affairs Point-of-Contact: Vice Provost/Associate Vice President for Academic Affairs

Policy approved by the Vice President for Academic Affairs on January 25, 2000.
Policy revision approved by the Provost/Vice President for Academic Affairs on July 1, 2014
Policy revision approved by the Provost/Vice President for Academic Affairs on May 8, 2002
Policy revision approved by the Provost/Vice President for Academic Affairs on May 26, 2004
Policy revision approved by the Provost/Vice President for Academic Affairs on May 10, 2013

Key Words: Class Size, Cancellation