

<p><b>Title: Class-Size Minimum Enrollment Guidelines</b></p> <p><b>Category: Instruction and Course Work</b></p>	<p><b>Policy No. 2.1</b></p> <p><b>Effective: Spring 1996,</b>  <b>Effective with revisions</b>  <b>May 2002, 2<sup>nd</sup> revision May</b>  <b>2004, 3<sup>rd</sup> revision May 2013,</b>  <b>4<sup>th</sup> Revision July 1, 2014</b></p>
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**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**