



Date Originated: 11 April 2016
Date Revised:

SEAS POLICY AND PROCEDURE # 2016.3

Title: SEAS Policy on Minimum Class Enrollment

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Applies to

Faculty in the School of Engineering and Applied Science.

Reason for policy

The purpose of this policy is to make effective use of faculty teaching and resources by not offering classes with very small enrollments. This will allow faculty to cover more heavily subscribed classes.

Policy Statement

The School of Engineering and Applied Science reserves the right to cancel a class when the enrollment does not meet a minimum of 12 students for a class below the 6000 level including classes that are combined 4000/6000 sections and 8 students for a class at or above the 6000 level. Courses with multiple sections taught as one may count the total enrollment over all sections towards this minimum. The determination of whether a class will be offered or not due to a small enrollment will be made two weeks after enrollment begins for each semester. SEAS reserves the right to cancel classes if enrollment falls significantly between the time of enrollment and the start of the semester. Enrolled students will be advised that the class has been cancelled. If a cancelled class is specifically required for a student's graduation, and the class would normally be expected to have been taught that semester, special arrangements will be made by the department to accommodate the student's needs.

The decision of whether to cancel a class due to insufficient enrollment rests with the Chair of the department or Director of the unit that administers the program. A course with an enrollment lower than the minimum will typically not count towards a faculty member's teaching load requirement. A faculty member who still wishes to teach the class may be allowed to do so at the discretion of the Chair or Director.



Effective Date: This policy was initially voted upon and approved unanimously by the SEAS Leadership Council on 11 April, 2016. The policy is effective as of 11 April 2016.

A handwritten signature in black ink that reads "Kevin Skadron".

12 April 2016

Kevin Skadron, Chair, SEAS Leadership Council