

<b>Title:</b>	<b>Low-Enrolled Course Policy</b>
<b>Effective Date:</b>	<b>01/26/2012</b>
<b>Date of Last Revision:</b>	
<b>Review Date:</b>	<b>04/24/2023</b>
<b>Cancellation:</b>	
<b>Responsible Office:</b>	<b>Academic Affairs</b>

## Low-Enrolled Course Policy

### *Policy*

The college recognizes that under some circumstances it may be in the college's or students' interest to offer courses with lower than recommended enrollment.

This situation may exist when:

- Students need a class to graduate,
- The course is new or being offered for the first time,
- The course is part of an advanced curriculum and required for transfer,
- Or only one section of the course is scheduled.

In these instances, a low-enrolled course or section may be offered in accordance with the following guidelines:

- Independent Study was explored, and it is not an option.
- The low-enrolled course or section was approved in advance by the Dean in consultation with the Department Chair.
- The low-enrolled courses/sections were reported to the Chief Academic Officer.

In cases where a low enrolled course is approved and offered, the section may be counted as part of the faculty members' required course load.

### Academic Courses (Lecture or Lecture/Lab regardless of Instructional Mode Offered)

- The recommended enrollment for a typical academic course should be approximately 50% of its maximum enrollment.
- Courses with less than 50% of maximum enrollment but no fewer than 6 students may be offered following the guidelines listed above.

### Occupational, Clinical, and Specialist Courses

The college recognizes that in select circumstances, enrollment in occupational, clinical and select specialist courses may be capped at 10 or less or that large groups in a course must be divided into groups of 10 or less depending on safety, programmatic accreditation, and access to specialist

equipment or relevant external or internal factors. Courses designated as such need prior approval from the Chief Academic Officer and will not be considered low-enrolled courses.

- The recommended enrollment for a typical occupational or specialist or clinical course, not approved as a select circumstance course, should be approximately 50% of its maximum enrollment.
- Courses with less than 50% maximum enrolment may be offered following the guidelines listed below:
  - Independent Study was explored, and it is not an option.
  - The low enrolled program/courses were approved by the Chief Academic Officer.
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In cases where a low enrolled course is approved and offered, the section may be counted as part of the faculty members' required course load.

Programs and Deans' offices should monitor low-enrollment courses to determine if any courses are canceled repeatedly. If such classes are identified, Dean's offices should work with programs to reduce the frequency with which those courses are offered, to modify or suspend programs where this is a problem, and/or to reduce the number of sections offered to more accurately match the demand for the course.

#### ***Attachments***

#### ***Reference:***

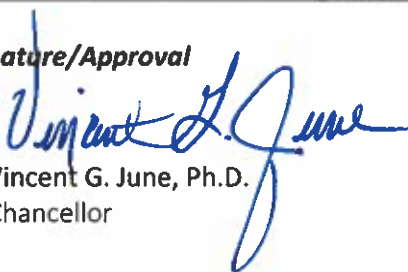
#### ***Policy Reference:***

#### ***Review Process:***

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
<i>Responsible Office</i>	Rev 2: 04/24/2023		
<i>Committee for Institutional Policy Review</i>	Initial: 04/18/2011 Rev 1: 09/05/2012 Rev 2: 05/09/2023	Initial: 04/18/2011 Rev 1: 09/05/2012 Rev 2: 05/09/2023	
<i>Executive Leadership Team</i>	Initial: 01/26/2012 Rev 1: 09/05/2012 Rev 2: 06/22/2023	Initial: 01/26/2012 Rev 1: 09/05/2012 Rev 2: 06/22/2023	Initial: 01/26/2012

#### ***Chancellor's Signature/Approval***

SIGNATURE:

  
Vincent G. June, Ph.D.  
Chancellor

DATE: 6/23/23

#### ***Final Distribution:***

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review