CAS minimum course enrollment guidelines
Revised and approved by the CAS Council of Chairs November 7, 2011

There is a two part responsibility in making a decision whether or not to cancel a class. The College as a whole needs to be responsive to student and programmatic needs, but also needs to make decisions that are fiscally responsible. Addressing student needs is primarily, but not exclusively, a Department and program responsibility. The focus on fiscal responsibility largely, but not entirely, rests with the CAS Dean’s office. Balancing both consideration can be challenging, but is necessary. The following guidelines seek both to codify past best practices and develop a comprehensive, rational and necessarily flexible approach to decisions regarding whether or not a class will run or be cancelled.

1. Minimum enrollments for Lower-level Undergraduate (100-200) courses and courses cross-listed at the graduate level:
   55% of capacity or 15 students, whichever is lower.

2. Minimum enrollments for Upper-level Undergraduate (300-400) courses:
   55% of capacity or 10 students, whichever is lower.

3. Minimum enrollment for Graduate (500-level, non cross-listed) courses: 7 students.

4. The established course minimums above do not apply for some special courses including independent studies, capstone courses and internships.

5. Low enrolled courses and courses that do not fall into the above categories will be reviewed on an individual basis. The Associate Dean will negotiate with Department chairs or Directors to consider valid reasons for maintaining a low enrolled course. The following factors will be considered in such a decision
   a. Importance or significance of the course to the curriculum. A required course will carry a higher priority or need than an elective. Multiple sections of an available course with remaining enrollment in them will also be a factor. Courses with existing enrollment that is close to required minimums may also be a factor.
   b. Faculty Loads, new curricular initiatives.
   c. Department total enrollments for the semester. Robust enrollments in other courses offered, high average class sizes for the program, etc.
   d. Special factors. Examples: If the course is part of a new or revised program or concentration, it may be more appropriate to run the course as a means of building interest in the program. If the course is part of a program with an existing special revenue agreement, lower minimums may be appropriate given the higher rate of revenue return accruing to the program and College.
   e. Alternative courses or sections for students that would be affected by the cancellation of a course.
6. These guidelines apply to face-to-face, mixed-mode and online classes.

7. As a way to minimize impact on students and faculty schedules, departments working with the Dean’s Office will try to make decisions on course cancellations in a timely manner.

8. We advise departments to communicate with their upper level students and encourage them to register as early as possible in order to provide a clearer picture of enrollments, and avoid possible cancellations. Similarly, the Dean’s office will monitor general enrollment trends both with Departments and with the Registrar’s office, and will work on practices that encourage early registration.

9. For Spring/Summer courses enrollment minimums will be more strictly observed than might be the case for Fall/Winters courses. Chairs are advised not to schedule courses or duplicate sections for which enrollment is likely to be marginal.