

Minimum Class Size Guidelines
College of Behavioral & Community Sciences

As university resources become more constrained, it is increasingly important to manage undergraduate and graduate course offerings effectively. Beginning with courses offered in Fall, 2013, the College of Behavioral & Community Sciences will utilize the following guidelines in offering courses sections:

- Undergraduate classes will be cancelled if less than 20 students are enrolled.
- Graduate classes will be cancelled if less than 6 students are enrolled.

Exceptions to these guidelines may be made by the Dean. Except in extremely unusual circumstances, exceptions will be granted for the same course only one time. Factors which might influence the Dean's decision to approve a low-enrollment course include:

- The overall course profile of the department/school reflects an efficient use of faculty resources and the low-enrollment course is an unusual exception to the pattern
- The faculty member's tenure application could be negatively affected if the course is cancelled
- Undergraduate courses that serve as feeder courses for graduate programs
- Courses offered for the first time
- Doctoral-level classes
- Undergraduate research sections and Honors sections

If a class is cancelled, the faculty member should be assigned to another course taught by an adjunct if possible. If it is not possible, the faculty member should be assigned an additional course in the subsequent semester. This should be done in consultation with the faculty member and revision of their Annual Assigned Faculty Duties.

These guidelines apply to effective sections (all sections of a course offered at the same time/place) rather than to individual sections.

Ideally, courses should be cancelled no later than two weeks before the first day of classes. However, if a course has marginal enrollment numbers, the cancellation date may be postponed to allow the department to inform students of seat availability in the class in question and to try to increase enrollment in the section.

If a class is cancelled within two weeks of the first day of classes, efforts must be made by the department to help affected students identify alternative classes to substitute for the cancelled class.

These guidelines apply only to CL (class lecture) and D courses (discussion sections) offered either in person or on-line. The guidelines do not apply to clinical sections, dissertation (G), field experience/practicum/internship (O), performance (P), Supervised Research (R), Thesis, (T), or Directed Study (Z) sections. These guidelines apply to effective sections (all sections of a course offered at the same time/place) rather than to individual sections.