

Minimum Class Size Policy College of the Arts

Fall and Spring Class Size Minimums

The following policy is to be used for initial review when considering minimum appropriate enrollments for courses offered as part of a faculty member's standard load. The policy applies to Fall and Spring semester classes.

The following are minimum expected enrollment in courses by level of course:

	ARTS/ ARTE	ARTH	COMM	MUS lecture	MUSP	THEA	THEA 4000+ design, tech, ed
Core classes including ITDS	-	15	17	15	-	15	-
Lower division in the major	5	8	17	10	3	8	6
Upper division in the major	4	8	12	4	3	6	4
Electives	4	8	12	4	3	6	1
Grad courses required in the major	2	2	-	2	-	2	-
Graduate electives	2	2	-	2	1	2	2
Individual applied music courses	-	-	-	1	-	-	-
Internship/independent study	1	1	1	1	1	1	1

The same policy applies to both traditional and online courses.

Summer Class Size Minimums

Since summer funding is limited to tuition revenue, courses offered during summer term must produce sufficient revenue to cover all variable costs. A breakeven calculation is done for each course offered and courses failing to breakeven are subject to cancellation.

Breakeven enrollment will vary by course.

Exceptions

Exceptions to the College policy may be made with sufficient justification, e.g. new courses, new programs, strategic initiatives, etc. Requests should be made to the dean or associate dean and should contain, as a minimum, the following documentation:

- Justification for the reduced minimum enrollment
- Enrollments in other sections of the same course
- Future availability of the course or comparable elective
- Discussion of other low-enrollment courses offered by the department
- Expected changes in enrollment pattern for the course in future semesters
- Any possible alternative delivery mechanism for the course if required for the major