

Minimum Class Size Policy College of Letters and Sciences

The following policy is to be used for initial review when considering minimum appropriate enrollments for courses offered as part of a faculty members' standard load. The policy applies to Fall and Spring semester classes. Decisions about summer offerings are based on the College's ability to maintain a balanced summer budget and will be considered separately.

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

Lower division courses offered in the core	15
Lower division courses not part of the core	15
Undergraduate courses required by the major	10
Undergraduate courses offered as electives in a major	15
Graduate courses required by the major	5
Graduate courses offered as electives in a major	5

The same policy applies to both traditional and online courses.

Exceptions

Exceptions to the College policy may be made on a case by case basis. Requests should be made to the dean by email or memo 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