

## **Minimum Class Size Policy**

### **Turner College of Business and Computer Science**

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. This policy applies to Fall and Spring semester classes. Summer minimums are established by separate criteria.

The following are minimum expected enrollments in courses by area/level:

Areas, D, F and G	20
Area G	20
Area H- required	10
Area H - elective	15
Graduate	10

These minimums apply to both traditional and online courses, but not to international travel, off-site programs and programs offered by consortia.

#### **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

#### **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.

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