

# Minimum Course Enrollment Policy

## 1.0 Goals

This policy is intended to facilitate efficient planning within the COPH so as to minimize the number of courses being cancelled because prescribed minimum numbers of enrolled students are not achieved.

It is also intended to provide guidance to help ensure, when courses are cancelled, that the needs of graduate students and faculty continue to be accommodated.

## 2.0 Excluded Courses

Not subject to this policy are:

2.1 The following types of courses: Independent research, directed study, directed research, mentored research, dissertation research, preceptorships, applied practice experience (APE), integrative learning experience (ILE) and similar courses based on independent study under faculty supervision.

2.2 Courses taught for the first time.

2.3 Doctoral-level courses.

2.4 Courses required for COPH programs that have on average less than 10 actively enrolled students per year.

2.5 During the first five years of a new program, required courses for the program.

## 3.0 Monitoring

The Director of Admissions will be responsible for monitoring enrollment of all COPH courses.

Monitoring will begin a week into the opening of registration. It will continue until the last day of registration.

The Director of Admissions will present college-specific results of the monitoring to each of the department chairs and the ADPP at weekly intervals during the monitoring period. Likewise, results for courses with the COPH rubric will be presented to the Associate Dean for Professional Programs (ADPP).

## 4.0 Reschedules, Reassignments, and Cancellations

During the monitoring period, the Department Chair or ADPP, as appropriate, will review enrollment histories. They will work with course faculty who have courses with enrollments of less than 5 students.

Together the department chair (or the ADPP) and course instructor will determine whether:

- 4.1 the course should be offered on a different schedule (days or time) in that semester
- 4.2 if upon consideration of accommodations (see 5.0) and alternative schedules, it is determined that a course with less than five students should not be offered then the course will be cancelled. In this event the faculty member should notify her chair so that reassignment to a different course may be made before the start of the term in order to assure that the instructor's required teaching load is met.

## 5.0 Accommodations

Sometimes a student will be enrolled in a course that does not meet the minimum enrollment requirements, and the student needs the course for graduation, but the course is not scheduled to be offered again before the intended graduation date. In this case:

- 5.1 if the instructor is a secondary faculty member and
  - 5.1.1 there are no primary faculty members qualified to teach in the subject area, then the secondary faculty member may continue to teach the course  
OR
  - 5.1.2 there is a primary faculty member qualified to teach in the subject area, then the primary faculty member may supervise the affected student(s) in directed study. In this case, the instructor will need to institute the COPH directed study contract.
- 5.2 if the instructor is a primary faculty member, then s/he can elect to either teach the course or supervise the affected student(s) in directed study. In this case, the instructor will need to institute the COPH directed study contract.

Instructors should also consider accommodations for other students who may have special needs, such as international students, financial aid students, students with disability accommodations, etc.

## 6.0 Notifications

Department chairs and ADPP should notify affected students and the Office of Student Affairs as soon as a reassignment or cancellation is made.

## 7.0 Reporting

As soon as the monitoring period is closed and decisions for the semester are finalized, the Department Chairs and ADPP will each prepare a report for review by the Academic Standards Committee. The report will list, for each course with enrollment below the threshold, the decision that was made about cancellation, the reason the decision was made, and the accommodation or plan that was made for each enrolled student if the class was cancelled.

#### 8.0 Repeated Cancellation

If a course is cancelled for three consecutive times when the course was scheduled due to minimum enrollments not being met, the ASC will review the course for removal from the curriculum.

If a course is removed from the curriculum, and the instructor is a primary faculty member, the chair and instructor will work together to identify a new course to be offered that will at the same time satisfy the instructor's teaching load expectation and meet the needs of the academic programs administered by the department.