

Enrollment Sustainability and Course Cancellation Procedures

Updated Fall 2026 with an effective date of Fall 2027

The university protects its financial stability and academic mission by ensuring efficient and equitable course enrollment sizes. While small class sizes are central to the liberal arts context, they must be balanced against the need to staff high-demand programs and maintain fiscal responsibility. To provide clarity and consistency, the university utilizes enrollment status tiers to determine course viability.

Enrollment Status Tiers

Standard 4-credit courses are categorized into three status tiers to determine if they will proceed, undergo review, or be removed from the schedule.

STATUS	STUDENT COUNT THRESHOLDS	REQUIRED ACTION
<i>Sustainable</i>	15 or more students	The course is considered viable and remains on the schedule as planned for the current registration period.
<i>Under Review</i>	10-14 students	The course enters a formal review process. The college deans will evaluate these courses on a case-by-case basis, using the criteria outlined below to determine whether they remain on the schedule as planned for the current registration period.
<i>Cancelled</i>	9 or fewer students	The course is slated for cancellation.

Courses that have a consistent fill rate below 75% will also be further evaluated.

Criteria for Evaluating Courses that are Under Review

“Under Review” courses (10-14 students) will be evaluated based upon the following criteria:

- **Degree Necessity:** A graduating senior requires the course to complete their degree in the current term, and the college dean, in consultation with the academic unit head, determines that no viable substitution exists.
- **Cycle Constraints:** The course is on a multi-year rotation, is required in the disciplinary field (cannot be substituted/waived), and will not be offered again before the affected students are scheduled to graduate.

- **Strategic Growth:** The course is part of a new, board-approved program within its first two years of existence or is a first-time "Special Topics" pilot course.
- **Space, Equipment, and/or Pedagogical Constraints:** The pedagogical constraints are listed in the *Enrollment Management for Academic Unit Heads* policy.

Before considering offering these courses again in subsequent terms, the potential enrollments for courses that have been under review should be carefully assessed to ensure the courses will have sustainable enrollment in the future. These courses will be cancelled if they do not reach sustainable status in subsequent terms.

Faculty Workload Reallocation

If a course is canceled due to low enrollment, the faculty member's teaching-load credit must be resolved. The College Dean, in consultation with the faculty member and academic unit head, will determine the best short-term resolution from the following options:

1. **Course Substitution or Supplementation:** Teaching another 4-credit class or an additional section of a high-demand course within the same academic year, or teaching a 2-credit class as a supplement to the low-enrolled 4-credit course.
2. **Credit Banking:** For faculty on continuing contracts, teaching an additional class during the subsequent academic year without overload pay.
3. **Administrative Assignment:** Supporting the university through professional duties commensurate with the time commitment of a 4-credit course (approx. 140 hours). Examples of administrative assignments include, but are not limited to, admission support, advising, assessment projects, event planning or other meaningful and timely projects determined in consultation with the college dean.
4. **Reduced Pay:** Compensation is reduced by the per-course rate associated with the cancelled class. *Note: Tenured and tenure-track faculty cannot be required to choose this option but may elect to do so.*
5. **Combination of workload reallocation options** as determined by the college dean, such as teaching a low-enrolled course and also completing an administrative assignment that is equivalent to 70 hours; or teaching a low-enrolled course and accepting partial reduced pay.

Student Impact and Support

To allow for proactive advising and rescheduling, students will be notified of cancellations no later than two weeks prior to the start of the term in which the affected course is offered. Academic unit heads are responsible for:

- Identifying appropriate degree completion pathways for all affected students.
- Ensuring these pathways are communicated clearly to the students.
- Documenting these adjustments in the students' official advising records.