

Low Enrollment Course Procedures

Overview

UW Regulation 2-100 Academic Class Management provides guidelines for course enrollment minimums. It is important to prudently balance the use of precious UW faculty and classroom resources while meeting student course needs and allowing for the development of emerging programs. This document reviews minimum course enrollment guidelines and provides processes for seeking waivers of course minimums.

Background - Governing Regulations

UW Regulation 2-100, Academic Class Management, paragraph III. Class Sizes, A. - C. provides guidance on minimum class sizes:

III. Class Sizes

Class sizes for group instruction (Group 1)¹ for the fall and spring semester are governed by the following rules:

A. When the enrollment in a Group 1 class numbered 1000-4000 is fewer than ten students one week before the first day of classes, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. Should the dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

B. When the enrollment in a Group 1 class numbered 5000 or 6000 is fewer than five students one week before the first day of classes, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. Should the dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

C. When the enrollment in a dual-listed Group 1 class/section is fewer than ten total students (unless at least five of them are graduate students) one week before the first day of classes (across the two sections), the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. Should the college or School dean fail to concur in the justification, the class shall be cancelled. Should the dean concur, they will appeal to the Provost's Office for a waiver of this regulation. If the Provost's Office concurs, the class will not be cancelled.

Low Enrollment Course Management Procedures

- While not specifically addressed in UW Regulation 2-100, the total enrollment determination for a specific course should consider all crosslisted versions of a course.
 - For dual-listed and/or crosslisted courses, if the total undergraduate and graduate enrollment is 10 or more, no exception is needed. For undergraduate courses less than 10

¹ Group 1 classes include: Lecture, Laboratory, Discussion, Seminar, Recitation, and Studio.

students, or graduate courses less than 5 students, an exception can be requested through the dean and Academic Affairs as described above.

- If the course is a graduation requirement that would delay students by a year from graduation progression or impact seniors about to graduate who need it, an exception should be submitted.
- Emerging programs. For new and emerging programs, every effort should be made to widely advertise the availability of the new programs and associated coursework as soon as possible but no less than a semester in advance of the program's offered courses.
- Every effort should be made to provide an efficient assignment of required and elective coursework to prevent courses from not meeting minimum enrollment requirements. For example, scheduling electives in the same time slot as required coursework or competing electives should be avoided.
- Department heads offering the course should closely track enrollments several weeks before the beginning of the semester.
 - On August 1st (Fall semester)/December 1st (Spring semester)/May 1st (Summer semester) the Office of the Registrar and the Office of Institutional Analysis will jointly provide an enrollment report of undersubscribed courses to deans, associate deans, directors, and department heads.
 - The department head offering the course will notify the course instructor and the advising manager of undersubscribed courses.
 - The course instructor will identify categories of students who have taken or are likely interested in taking the course. This information will be shared in a timely manner with the appropriate Advising Manager.
 - The Advising Manager will utilize the Navigate platform to identify students (in consultation with the instructor) who may benefit from enrolling in the course and create an enrollment message to reach out to these students and encourage them to enroll in the course.
 - If the course is undersubscribed one week before the first day of classes, the department head offering the course will initiate actions described in UW Regulation 2-100, paragraph III. Class Sizes.
- Requesting a waiver to continue with an undersubscribed course:
 - No later than one week before the first day of classes, the head of the department offering the class must justify the offering for that enrollment period to the dean of the college or School in which the department is located. The department head should provide the following information to the Dean for consideration:
 - Course number and title
 - Justification for continuing the undersubscribed course
 - What has been the course enrollment for the last two academic years by semester?
 - What actions have been taken to remedy low course enrollment?

- Should the dean fail to concur with the justification, the class shall be cancelled. Follow procedures for cancelling a course provided below.
 - Should the dean concur with the waiver request, they will appeal to the Provost's Office (UG course: VP for UG Education, GR: VP for Graduate Education) for a waiver of the regulation. If the Provost's Office concurs, the class will not be cancelled.
- Course cancellation:
 - Before taking any action to cancel the class, notify Academic Scheduling (academic-scheduling@uwyo.edu). Academic Scheduling will run a report of all students currently registered for the course for use by the department and Advising Manager.
 - Procedures for cancelling a course are provided in the "Banner 9 Course Scheduling Manual" available at: <https://www.uwyo.edu/registrar/faculty-and-staff/>
 - The department offering the course will immediately notify students registered for the course and the appropriate Advising Manager of the course cancellation.
 - The Advising Managers will notify the students' advisors of the cancellation so schedule modifications can be initiated. The department head will work with the instructor of the cancelled course to modify their teaching assignment.