

DRAFT for CONSIDERATION
Undergraduate Course Enrollment Minimums Policy

Objective

To utilize faculty efficiently and reduce the quantity of under-enrolled courses.

Undergraduate Course Enrollment Minimums Overview

The *Course Enrollment Minimums Policy* applies to all undergraduate courses (in-person and online) at Radford University on all campuses. Courses are considered under-enrolled when enrollment is below the minimum thresholds outlined in this policy. Departments are expected to review all courses to ensure the following policy and procedures are met for fall and spring terms. The policy will be fully implemented in Spring of 2022 with a data-collection pilot to begin in Fall of 2021.

Recommended minimum course capacities by course type appear in Table A. A course is flagged as 'under-enrolled' when enrollment is below the established minimum benchmark course capacity.

Table A – Enrollment Benchmarks with Minimum Course Capacities
Course classifications will be defined by the Council of Chairs.

<i>Course Format</i>	<i>Lower Division (100 – 200 level) Courses</i>	<i>Upper Division (300 – 400 level) Courses</i>
Lectures, Lecture/Labs, Discussions, and Seminars	12	9
Laboratory, Studio, and Writing intensive (defined by REAL designation)	12	7
Practicum, Field work, Specific training, Other	By negotiation	By negotiation

The Department Chair may request an exemption for any under-enrolled course: Common reasons for exemption include (but are not limited to):

1. The course is necessary in the given term for students to meet degree requirements for graduation. This applies to senior students and students in lock-step (sequenced) courses. All options must be researched to warrant this exemption.
2. Seat capacity is smaller than the course minimum enrollment.
3. Canceling a course section will push other course sections over the course cap.
4. Cross-listed courses that otherwise would not be considered under-enrolled when combined.
5. Other (depending on justification provided).

Exclusions: A course will be excluded from the above policy if any of the following apply:

1. The course is included in the Academic Partnership program.
2. The course is required by an external sponsor (i.e., grant award).
3. Accreditation requirements dictate a course size smaller than the minimum course capacity.

4. Space and equipment limitations require a smaller course size.
5. The course is a newly introduced course being tested for viability. This exclusion can be granted for up to two occurrences to meet enrollment expectations.
6. The department is NOT employing adjunct instructors AND is NOT paying teaching overloads during the semester in which the course is scheduled.

Documentation of Exemptions and Exclusions:

An online system should be developed to document and track exemptions and exclusions by departments over time. This online system would be developed and maintained at the university level.

Timeline and Process Related to Course Minimums:

Chairs and deans will receive a report of flagged courses that fall below the minimum course capacity no later than five weeks before the course is scheduled to begin. The chair and dean will develop a plan of action for these under-enrolled courses. The Deans Council, including the Provost, will review and approve the plans of action for the under-enrolled courses.

In the event a course is cancelled, students enrolled in the course shall be notified no later than fifteen (15) business days before the start of any term. Professional and faculty advisors will assist students in finding substitute courses. The faculty teaching the course shall be notified no later than fifteen (15) working days before the start of any term.

Policy Review Process:

Minor modifications and additions to this policy may be made prior to full implementation based on input from chairs and deans. **An updated version of the policy will be shared with Faculty Senate, the Chairs Council, and the Academic Affairs Leadership Team prior to full implementation in November 2021.**

Review of this *Course Enrollment Minimums Policy* should take place in spring of 2023 by the Academic Affairs Leadership Team. Any recommendations from AALT would be sent to Faculty Senate and the Chairs Council for review and recommendation. The Provost would have approval authority of revisions to the policy. The *Course Enrollment Minimums Policy* should subsequently be reviewed on a biennium rotation.