



**Area:** Instruction

**Policy Name:** Minimum Enrollment for Credit Courses

**Policy Statement:** The College will take into account a number of factors in determining whether to offer or cancel a class. These factors will include:

- The direct costs of offering the courses. Generally, it requires 7-8 tuition paying students to cover the salary for the instructor
- Whether students need a course in order to graduate in a timely manner
- Whether students need a course as a prerequisite to apply for an SATC program
- Whether a course is a program course, general education course, or an elective

**Procedures:** Enrollment levels will be checked several times weekly beginning two weeks before the start date of the course. Cancellation of the course may be made any time during those two weeks. The Chief Academic Officer has the authority to cancel a course. This is generally done in consultation with the Instructor as it may affect their teaching load.

A course can also be cancelled during the first few days after the course started. Students may register for a course and then never attend, thus the reason for canceling a course after its start date.

If the course is to be cancelled, notification of enrolled students and the instructor should be accomplished immediately by the College's Student Services staff.

- Career and Technical courses offered as part of a technical program are seldom cancelled due to low enrollment as students need them to stay on track to complete their program of study. They may be cancelled if students could take the course later in their program of study.
- General Education courses with low enrollment may be cancelled
- Elective courses with low enrollment may be cancelled
- Continuing Education courses (non-credit) will have a minimum enrollment based on the course. This enrollment will be determined by the Instructor and the Chief Academic Officer.

**Contact:** Chief Academic Officer

**Related:**

**Adopted:** September 22, 2014

**Updated:** August 8, 2018; April 26, 2022