**Single Section Classes with Low Enrollment**

**Purpose:** To provide guidance in decision making for cancelling single section classes with low enrollment.

**General Description:** The Associate Dean will monitor section enrollment throughout the enrollment period prior to a semester. When single section classes are active and low enrolled, this procedure will provide the guidance necessary to determine if that low enrolled course should be cancelled.

**Process:**
1. After the Associate Dean determines that a single section class is low enrolled, the following should be considered when deciding if that class should be cancelled.
   a. Do the students enrolled need it for graduation? (student audits should be conducted informally by the Associate Dean office) If multiple students enrolled require the class for graduation this semester, then the class should run.
   b. When was the last time this class was offered? If only offered once a year, then the class should run.
   c. What role does this course play in the curriculum? (requirement, elective, etc) If a requirement, then refer to the above questions. If an elective, then determine the feasibility of running the course based on a 4 year enrollment history report.
2. Taking all of the above considerations into account, the Associate Dean will determine if the low enrolled section should run or be cancelled.

**Workflow Timeline:**
- This process should be completed three weeks prior to the start of any semester, if not sooner.

**Effective Date:**
- February, 2012

**Communication Efforts:**
- E-mail to Master schedule if class is cancelled
- E-mail to department head/program director when working through the decision making process.
- Notify students if the course is cancelled.