

Section Cancellation Policy

John Chambers College of Business and Economics

Last Update: 12/5/2023

Purpose and Scope:

This policy outlines when Chamber's course sections should be cancelled and describes how courses with minimal enrollments count toward faculty workload requirements.

Introduction:

This University requires a cancellation policy with each college setting their own criteria.

Policy/Procedures:

1. **Sections With Zero Enrollment**

Sections with zero enrollment will automatically be cancelled two class days after the add/drop period has ended.

2. **Section Cancellation Guidelines**

The below guidelines set target minimum enrollments for the majority of Chamber's lecture and studio courses.

Courses	Minimum Student Enrollments
General Education Foundations courses – non-honors courses (GEF courses):	50
General Education Foundation courses – honors courses (GEF honors):	20
Lower division undergraduate (non-GEF) courses (100 and 200-level):	20
Upper division undergraduate courses (300 and 400-level):	15
Graduate courses for terminal master's degree programs (500 and 600-level):	15
Doctoral courses (700-level):	4

Departments are expected to review course sections with enrollments below these minimums to see if they should be cancelled. Sections below minimum enrollments should not fully count towards faculty workload without the approval of the department chair and dean's office.

Acceptable reasons for offering a course below these minimum enrollments may include that the course is required for graduation without acceptable substitutes (such as capstones) or the course is required to "teach out" a degree program. A course below the guideline targets, two offerings in a row, should trigger a reevaluation of the course's usefulness and/or how often it is offered.

Units are expected and encouraged to make exceptions for certain kinds of classes based upon pedagogical needs (labs, intensive writing courses, capstones, experiential courses, seminars, and practicum, x90 courses, for example).

Exceptions listed below do *not* need to be comprehensive; this exercise will be reflective until such point as the Provost's Office has enough longitudinal data at the unit level to provide more direct feedback.

Exceptions: All courses ending in 90, 91, 93, and 95. FIN 465.

3. **Considerations for Students**

Departments offering the courses for which sections are cancelled are responsible for:

- a. **Notification:** This includes notifying the affected students, Scheduling, and any relevant internal and external college academic staff as soon as the action is taken.
- b. **Advising:** This includes advising affected students of alternative sections or courses that can be taken to fulfill the same degree requirement.
- c. **Working with Registrar:** If applicable, to move groups of students to another section of the same course.

Dean Approval:



Signature

12/6/2023

Date