

ELIZABETH CITY STATE UNIVERSITY
Minimum Class Enrollment Policy

Preamble

Elizabeth City State University makes every effort to ensure that minimum enrollment for undergraduate courses is ten (10) and for graduate courses is five (5). A small class is one that does not meet the minimum number of students. This policy applies to courses whose primary mode of instruction is lecture, laboratory, or seminar. Classes categorized as independent study, thesis, practicum, internship, and student teaching courses are exempt from small class standards. As a general rule “small classes” should be avoided. No small classes shall be offered in any semester except as authorized by the Office of the Provost.

- A. A small class size (as described above) may be approved if it:
- i. is a required course for graduation (the course is not offered each semester, and , if canceled, may affect the date of graduation of those enrolled);
 - ii. is a required course for majors in this field and should be completed in a given semester in order to keep the proper sequencing of courses;
 - iii. is a course in a newly established degree program, concentration, or support area;
 - iv. is the first time offering of a course;
 - v. is part of an interdepartmental (cross – listed) course taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class;
 - vi. is a class size – limited by accreditation or state licensing standards;
 - vii. is a class size – limited by the availability of laboratory or other facilities; or
 - viii. is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.
- B. A class that is cross-listed and has both undergraduate and graduate-level sections will be defined as a small class if there are fewer than ten registrants in the class.
- C. A small class size for the same course may not be offered in consecutive semesters, unless approved by the Provost.
- D. Departmental chairs and/or program coordinators and directors should take preemptive steps to cancel small classes before the first class day unless they meet the exceptions listed under item (A) above. This will help to minimize the impact on schedule changes for students and instructors.
- E. Monitoring Small Classes

In an effort to increase efficiency, maximize resources, and improve accountability, ECSU requires careful management of course offerings. The University will exercise care in monitoring enrollment and assuring that courses meet the required number of

students in order to be taught. If undergraduate courses are below the minimum on the first class day, departmental chairpersons should notify the appropriate dean to consider either canceling the class or requesting an exception. Courses should be monitored for low enrollment every day through the third class day during the fall and spring semesters. Unless requests are approved by the dean and the provost, small classes may be canceled after the fourth day of classes. Once a decision has been made to cancel a small class, the department must submit the appropriate forms canceling the course, inform the registered students, and inform the faculty member assigned to the class by the end of the fourth class day. The faculty member may be required to teach an overload in the subsequent semester to fulfill the University's teaching load requirements.

- F. Approvals are not required for classes that fall below the minimum enrollment after the fourth class day of a semester.

ELIZABETH CITY STATE UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS
OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Waiver of Minimum Class Enrollment Policy

The following course has been deemed a “small class” as defined by the Minimum Class Enrollment Policy. Permission is being requested to offer this course because it

_____ is a required course for graduation (the course is not offered each semester and, if canceled, may affect the date of graduation of those enrolled);

_____ is a required course for majors in this field and should be completed in a given semester in order to keep the proper sequencing of courses;

_____ is a course in a newly established degree program, concentration, or support area;

_____ is the first time offering of a course;

_____ is part of an interdepartmental (cross – listed) course taught as a single class by the same faculty at the same station and the combined courses do not constitute a small class;

_____ is a class size – limited by accreditation or state licensing standards;

_____ is a class size – limited by the availability of laboratory or other facilities; or

_____ is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

COURSE TITLE: _____

SEMESTER TO BE OFFERED: _____

DEPARTMENT CHAIR: _____ DATE: _____

DEAN: _____ DATE: _____

APPROVED

NOT APPROVED

Provost & Vice Chancellor or Designee