

Eastern Oklahoma State College

Guidelines for Class Cancellation Due to Low Enrollment

Policy effective beginning Fall 2021
Updated May 2022 with increased adjunct salary

SCOPE

The following policy statement was formulated in conjunction with the academic deans and faculty council and serves to guide our decision making with respect to class cancellation due to low enrollment. Courses taught to a low number of students do not optimally utilize the faculty, staff, and other resources of the college. The goal of these guidelines is to encourage course planning.

POLICY STATEMENT

Eastern's minimum course enrollment guidelines are based on **at least 10 students** in an undergraduate course. Enrollments which are smaller than that are subject to cancellation unless they fall within the exceptions outlined below. Course scheduling and planning is important for frequently offered courses that continually enroll low numbers. Such classes should be scheduled on a periodic multi-year basis and posted so students may predictively plan on their offering yielding larger enrollments.

Several nuances need to be considered in applying these guidelines. The following are categories of exceptions to the 10 student rule:

- 1) Courses that are cross-listed across two or more divisions. While their enrollments may appear low, the combined numbers of students taking the course must meet or exceed the minimum numbers.
- 2) Courses that are being taught via ITV to multiple sites. While their enrollment at one site may appear low, the combined numbers of students taking the course must meet or exceed the minimum numbers.
- 3) Internships, directed study, and independent study courses.
- 4) Courses in a new program that is building enrollment.
- 5) Courses in a declining program as a result of suspension or deletion of the program.
- 6) Highly specialized courses that are taught to small groups or individually by design such as music instruction, clinical or professional training, etc. and are not Special Topics (i.e., course number 299x).
- 7) Courses required for a major field of study that is not taught every semester.
- 8) Courses required for graduation that affect students that are in their last semester before graduation.
- 9) Courses that are remedial or corequisite courses.

*NOTE: There will inevitably be exceptions to cancelling classes with low enrollment. The discretion of the VPAA will be used in extremely rare cases and will be the final determination of cancellation.

PROCEDURES

To implement the above guidelines and exemptions, the following procedures shall be followed:

- 1) Faculty should monitor course enrollments carefully throughout the enrollment period. If concerned that a course will be considered for cancellation, the faculty member should make the Division Dean aware. It is the faculty members' responsibility to notify their deans of low enrollment courses.
- 2) One week prior to the beginning of the semester, the VPAA office will notify Division Deans of courses being considered for cancellation.
- 3) The Division Deans will review the list to see if any courses that were of concern to faculty members have been left off of the list. If there is a low enrollment course not identified on the VPAA list, the Division Dean will contact the VPAA's office about the course.
- 4) Upon notification of low enrollment courses, the Division Dean should contact the faculty member to determine if any of the categories of exception apply.
- 5) If an exception applies, the Division Dean should contact the VPAA and provide information about why an exception should be applied.
- 6) A determination will be made **no later than the day before the first day of the semester** if a course is to be cancelled. Notification will be sent to the Division Dean and faculty member regarding the cancelation.
- 7) The VPAA's office will notify the appropriate Academic Advisor who will work with students enrolled in the cancelled course to change their schedules.
- 8) If a class has fewer than the minimum number of students and is not in the exceptions category, the instructor will be given the option of teaching the course at a per-student per credit hour rate (see table; updated with new adjunct pay from fall 2022). Please note that this per-student rate is for adjunct or overload hours, NOT to make the minimum credit hours required by instructor contract. If the instructor declines to teach the course at this reduced rate, the class will be cancelled without any repercussions for the instructor.

Credit Hours	Per Student Rate
1	\$45.00
2	\$90.00
3	\$135.00
4	\$180.00
5	\$225.00

- 9) If the instructor is teaching the same course with one section in person and one section online, or teaching two sections in person, and both of the classes have less than the minimum number of enrolled students (and the class is NOT in the exceptions category), the instructor can choose to teach both sections but be paid for one section only. Otherwise, both classes will be cancelled.