

Course Enrollment Limits and Cancellation: Crookston, Morris, Rochester, Twin Cities

Policy Statement

1. Departments or programs may set minimum and maximum enrollment limits for any course or any section of a course. Enrollment limits are subject to review by the dean.
2. Each campus and college must maintain and publish a policy regarding the cancellation of low-enrollment classes or sections. These policies may differ across colleges and may allow variations by department. Any such policy must, at a minimum, take into account:
 - a. the impact to student academic progress, student finances, and graduation;
 - b. the need for a course to contribute to appropriate program breadth and curriculum; and,
 - c. commitments made to instructors that a course would be offered.
3. Cancellation of low enrollment classes.
 - a. Classes may not be ~~cancelled~~ due to low enrollment after the first day of ~~the academic session the class section is being offered in.~~ ~~classes begins.~~
 - b. Departments ~~must be encouraged to~~ assist students with finding replacement courses or other accommodations where cancellations negatively impact students' degree progress and/or financial aid.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Maximum efficiency and optimal learning occurs within an enrollment range: it is not feasible or educationally sound to teach certain courses if enrollments are either too small or too large. Departments must be able to cancel a class if enrollment is too low to warrant offering it. Students need adequate time to select a replacement class if a class is canceled in order to meet degree requirements, make timely degree progress, and maintain financial aid eligibility or meet other student status requirements.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

There are no appendices associated with this policy.

Frequently Asked Questions

- FAQ: Course Enrollment Limits and Cancellation: Crookston, Morris, Rochester, Twin Cities

Contacts

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Responsible Officer	Policy Owner	Primary Contact
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President and
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Definitions

Enrollment limits (maximum or minimum)

The minimum or maximum number of students allowed in a course; the minimum informs when a course may be ~~canceled~~cancelled and the maximum informs when a course is considered closed to additional enrollments.

Responsibilities

Departments (Twin Cities)

- Establish minimum and maximum course limits.
- Proactively monitor course enrollments so as to cancel courses as early as possible, **and no later than the Friday prior to semester start**, so students can still register for additional course(s) without needed permission to do so.
- Promptly notify students of course cancellations **and identify alternate options when feasible**.

Deans (Twin Cities)

- **Maintain college policy on course enrollment limits and ensure it is published.**
- **Vice Chancellor for Academic Affairs (Crookston, Morris, Rochester)**

- Maintain college policy on course enrollment limits and ensure it is published.