

Proposition: 09-18/19

Title: Small Class Justification/Course Cancellation

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Proposed Committee: University Affairs

Assigned Committee:

Prior Approvals:

Proposal: A proposal for a new rule, ARP 4.44: Small Class Justification; Course Cancellation Process

Rationale: This proposal seeks to clarify the guidelines for small courses numbers, justifications and cancellation procedures. This new rule is meant to increase course offering efficiency and provide adequate notice to students in canceled courses.

In sum, this rule (please see subsequent pages for ARP language) outlines:

- Enrollment thresholds for undergraduate courses at 10 students and graduate thresholds at 5.
- Justifications that may be reasons to run a small course, despite not meeting the enrollment thresholds.
- The process to cancel low-enrolled courses and provide students adequate time to adjust schedules, etc.

4.44 Small Class Justification; Course Cancellation Process

For courses offered through the NMSU-Las Cruces campus each academic term, the college and library deans are responsible for monitoring the enrollment for their course offerings, and for ensuring there is adequate student need for each course.

- A. Enrollment thresholds: Courses with ten or more undergraduate students, or five or more graduate students, are deemed to demonstrate adequate student need for offering the course. The deans have the authority to set higher thresholds for courses offered by their college.
- B. Small Class Justification: An exception from the enrollment thresholds set forth above may be permitted by the dean, based on a reasonable justification. Examples of reasonable justification for a small class include, but are not limited to, the following:
 - 1. The course is being offered for the first time by new faculty members;
 - 2. The course is required by students that semester for graduation;
 - 3. The course is required for licensure or accreditation.
- C. Process to Cancel Course for Inadequate Enrollment: A decision to cancel a course for lack of sufficient enrollment must be made by the dean well in advance of the start of the academic term.
 - 1. Deans Offices will monitor enrollment in classes and notify faculty and department heads of classes that do not meet enrollment thresholds at eight weeks, five weeks, and two weeks before the first day of classes for the academic term. This early warning allows faculty and department heads time to recruit students, justify an exemption, or begin to make alternative teaching plans.
 - 2. The dean's office must send notification to each enrolled student that the course is cancelled based on insufficient enrollment. This notice must refer the student to an academic or faculty advisor to discuss alternative course registration.
 - 3. The dean must ensure that the course cancellation process, including notice to student(s), is completed a minimum of one week prior to the first day of classes for the academic term, except as may be approved by the executive vice president and provost.