

Low Enrollment Policy

POLICY: Low Enrollment

POLICY NUMBER: 600.12

APV'D DATE: 7/9/2019

EFFECTIVE DATE: 7/9/2019

REFERENCES:

Student Academic Handbook

Faculty/Academic Handbook

Adjunct Policy 600.04

CUSTODIAN: Academic Dean

REVIEW DATE: April 2019

Part 1. Policy Background and Purpose

White Earth Tribal & Community College considers a course with fewer than 8 students as under-enrolled and subject to cancellation.

Part 2. Definitions

Enrollment –The number of credit-seeking students enrolled in a course

Part 3. Responsibility

Academic Dean is responsible for: ensuring that course offerings and sequencing provide an efficient pathway for graduation; monitoring and making decisions regarding under-enrolled courses; communicating those decisions to the President, Affected Faculty, and Registrar.

Registrar is responsible for contacting students affected by class cancellations, removing cancelled courses from the course schedule, and documenting the reason for cancellation within the college management system.

Faculty Advisors are responsible for advising students affected by course cancellations and helping them revise their educational plan to best meet the academic requirements of the college and the goals of the student.

Part 4. Policy

Under-enrolled courses are subject to cancellation for low enrollment.

Academic Dean will monitor under-enrolled courses and confer with appropriate faculty and staff to determine: the need of the course as it relates to specific programs; other available teaching assignments; effective utilization of faculty expertise; and cost effectiveness.

Such data-driven decisions will be made no later than six (6) business days prior to the

start date of the academic term.

Justification is required to continue any under-enrolled course. Appropriate justifications include: a student requires the course for graduation in the semester the course is offered; it is a new course offering, and other mitigating circumstances.

Final decisions are made by Academic Dean.