

Low Enrollment Policy

POLICY: Low Enrollment			
POLICY NUMBER:	600.13	CUSTODIAN:	Academic Dean
APV'D DATE:	7/21/2020	REVIEW DATE:	July 2020
EFFECTIVE DATE:	7/21/2020		
REFERENCES:			
Student Academic Handbook			
Faculty/Academic Handbook			
Adjunct Policy 600.04			

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 making sure the website is updated.

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 after consultation with the President.