# Low Enrollment Policy

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| POLICY: Low Enrollment | | | |
| **POLICY NUMBER:** | 600.13.01 | **CUSTODIAN:** | Academic Dean |
| **APV'D DATE:** | 7/21/2020 | | |
| **EFFECTIVE DATE:** | 7/21/2020 | **REVIEW DATE:** | July 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.