

Minimum Class Size

~~Departments~~ Academic units are authorized to cancel courses with enrollments below the following minimums (by level of instruction):

Lower Division: 25 students

Upper Division: 15 students (includes slash courses)

Graduate Level: 6 students

These minima do not apply to blanket number courses, special topics courses (X99), or to Honors College courses. The minima apply to the total number of students in combined sections taught concurrently; for example, cross-listed courses, a single course being simultaneously delivered to multiple sites, or separate courses or sections taught in the same classroom or laboratory by the same instructor at the same time. Compliance with this policy should ideally be achieved by studying historical enrollments and then making appropriate modifications (e.g., making scheduling decisions based on documented student needs). Every effort should be made to cancel underenrolled classes well before the start of classes; no classes should be canceled under the provisions of this policy after the day following the first meeting of class. ~~Departments~~ Academic units should make efforts, as appropriate, to provide advising about alternatives to students in canceled sections. However, in all cases of class cancellation, it will be the responsibility of the Registrar's Office to provide notification of the cancellation to students. The authority to make exceptions to minimum class sizes will rest with the deans; however, deans may choose to delegate such decisions to their ~~department chairs~~ academic unit chairs, heads, or directors. Colleges may establish minima that are larger than those established for the ~~U~~University by this policy. Grounds for exemptions to minima include, but are not limited to:

- The specific course is required for an academic major or minor and its cancellation would impede the timely progress of students toward completion of a degree.
- The course provides a valuable opportunity to experiment with the development of course content or pedagogical methods.
- The ~~department~~ academic unit has good reason to expect that in the last days of registration remaining, the course enrollment will meet or exceed minimum class size.
- The course has fees specifically associated with it that are sufficient, at the actual enrollment, to cover the costs of offering the course.

Approval & Revisions: Approved by President Ray on 3/6/2010

(http://oregonstate.edu/leadership/sites/default/files/budget_documents/appendixa-proposals-approve-for-implementation-by-president-ray3-16-10.pdf)