



POLICY NUMBER: SLCC-IS-101 REVISION

**POLICY AND PROCEDURES MEMORANDUM**

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**Title: Low Enrolled Academic Courses**  
**Original Policy Effective Date:**  
**Maymester 2011**  
**Revised Policy Effective Date:**  
**Sept. 5 2012**  
**Cancellation:**

## Low Enrolled Academic Courses

The college recognizes that under some circumstances it may be in the students' interest to offer an academic course enrolling fewer than 12 students. A typical academic course should contain 15 students or more.

This situation may exist when:

- students need a class to graduate,
- the course is new or being offered for the first time,
- the course is part of an advanced curriculum and required for transfer,
- or only one section of the course is scheduled.

In these instances a low enrolled course may be offered in accordance with the following guidelines:

- The low enrolled section must be approved in advance by the Dean in consultation with the Department Chair.
- The section may be counted as part of the faculty members' required course load.

Compensation will be pro-rated at based on the academic credit of the course being taught. If the course enrolls 12 students or more the credit load will be fully awarded. For each student less than twelve the award will be reduced by one 12th of the credit load value. (e.g. if a course of 3 credits enrolls 12 students a credit load of 3 will be awarded, if 11 students 2.75, if 10 students 2.5, if 9 students 2.25 etc.)

Only academic courses with an enrollment cap of 10 or more students are addressed by this policy. Low enrolled classes are included when computing a faculty member's overload commitment.

Calculation of course enrollment is as of the close of business on the 14th day of class for Fall and Spring semesters, and on the 7th day of class during summer semester.

Reference:

Policy Reference:

Review Process:

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Approval Date</b>	<b>Effective Date</b>
X	Original Policy Cabinet Approval	4/18/11	
X	Revised Policy: Cabinet Approval	Sept 5, 2012	Sept 5, 2012
X	Revised Policy: Executive Committee Approval	Sept 5, 2012	Sept 5, 2012
X	Original Policy: Chancellor Approval	1/26/12	
X	Revised Policy: Chancellor Approval	Sept 5, 2012	Sept 5, 2012

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*Natalie J. Harder* 9-5-12

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