The IU Board of Trustees has directed each campus to establish a minimum class size and a mechanism for enforcing this standard. IU Northwest has had a long-standing policy of justifying low enrolling courses.

**Criteria and Principles**

- Undergraduate courses numbered 000-499 will have a minimum of 15 students during the academic year.
- Graduate courses (numbered 500 and above) will have a minimum of 10 students during the academic year or summer terms.
- Summer session courses would normally require 20 students (or instructional cost that is less than 200% of course fee income).
- Labs, clinical sessions, and other sections taught by compensated faculty will be subject to enrollment standards appropriate to the context of course level and the unit.
- Courses that are uncompensated, e.g. readings courses, independent study or research sections, are exempt from these standards.
- Jointly offered courses in the same space and time can establish compliance by the total enrollment.
- Schools retain the right to employ higher minima than used by the campus.

**Dean Discretionary Review**

- The Dean is authorized to reduce the undergraduate course standard to 10 during the academic year, when special cases arise, such as upper division courses needed for graduation, alternating biannual offerings. The Dean is authorized to reduce the undergraduate courses standard to 15 during the summer terms. These extensions may be reviewed by the Office of Academic Affairs.
- Courses with less than ten students during the academic year or less than 15 during the summer terms will normally be canceled unless explicitly approved by the Office of Academic Affairs. Schools will be informed and allowed to appeal the decision to cancel a course to the Executive Vice Chancellor for Academic Affairs.
- Justification for exceptions to this policy, not already described, may be based on overall wisdom and merit of the offering or courses taught by adjunct faculty (as long as income is greater than 200% of instructional cost).

**Additional Comments**

The Office of the Registrar prepares a list before the start of the semester of those non-exempted courses where enrollments do not meet the minima and distributes it to the schools.

Schools will be asked to review the list and identify any courses that should be exempted from review due to instruction type (lab, independent study, clinical courses/sections, joint offerings). In
such cases the schools shall notify the Office of the Registrar of any necessary changes in how the courses are coded. Cross-listed courses, multiple sections meeting at the same and place will be evaluated *in toto* to determine continuation.

Schools should review courses remaining on the list and specify why they should be allowed to continue for the semester if their enrollments do not meet the minima. Examples of this rationale may include, for example and not limited by,

- New or experimental courses
- Courses required for the major that are offered no more than once in an academic year
- Courses in programs with semester-fixed offerings (such as some health programs) where the cohort is smaller than the minima
- Courses taught by a full-time faculty member but not counted as part of his or her course load

The Registrar will provide the list of approved low-enrolling courses on a regular basis to ensure schools continue to honor the spirit as well as the letter of the policy. Any concerns will be first be brought to the schools and, if necessary, to the Chief Academic Officer.