



Minimum Course Enrollments

Purpose

The purpose of this policy is to establish minimum course enrollment numbers for undergraduate and graduate courses and outline the procedure for requesting exceptions to this policy.

Persons Affected

Faculty and Students

Policy

Course enrollment should reflect attention to learning theories, learner dynamics, and instructional quality controls as well as reflect institutional efficiencies and appropriate returns on investment. Course revenues include tuition and formula funding; differential tuition allocations are connected to course enrollments. Consequently, undergraduate courses should enroll a minimum of ten (10) students and graduate/doctoral courses should enroll a minimum of five (5) students.

Course enrollment exceptions to these guidelines must be approved by the dean and the provost no later than five (5) working days prior to the beginning of the semester/term. Course enrollment exception requests must provide a rationale and may reflect one or more of the following circumstances for approval consideration:

- A. Required course for graduation (The course is not offered each semester or term and, if canceled, may affect the date of graduation of those enrolled);
- B. Required course for majors in the field that should be completed in a given semester (term) in order to keep proper sequencing of courses;
- C. Course in a newly established degree program (years one and two), concentration, or support area;
- D. Interdepartmental (cross-listed) courses taught as a single class by the same faculty using an identical schedule/location/delivery mode, provided that the combined courses do not constitute a small enrollment course;
- E. First time offering of a course;
- F. Course enrollment limited by accreditation or state licensing standards;
- G. Course enrollment limited by the availability of laboratory, clinical facilities, or practicum site(s);
- H. Voluntarily offered by a faculty member in excess of the institutional teaching load



requirement and for which the faculty member receives no additional compensation;

- I. Additional justifications for exceptions may be considered with the approval of the dean and provost.

Procedures for requesting an exception

- A. An academic unit head may submit a course enrollment exception request form to the appropriate dean to request approval to offer small enrollment course(s) no less than five working days prior to the start of the semester/term.
- B. The dean will review the request and make a recommendation to the provost.
- C. The provost will approve/disapprove the request and provide notice to the dean, academic unit head, and the registrar.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.403

Responsible Executive

Provost and Executive Vice President for Academic Affairs

Forms

Course Enrollment Exception Request Form

Revision History

Sept. 1, 2023 (original)