

Course Enrollment

Original Implementation: November 4, 1977

Last Revision: July 26, 2022

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 could reflect one or more of the following circumstances for approval consideration:

1. 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);
2. Required course for majors in the field that should be completed in a given semester (term) in order to keep proper sequencing of courses;
3. Course in a newly established degree program (years one and two), concentration, or support area;
4. 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;
5. First time offering of a course;
6. Course enrollment limited by accreditation or state licensing standards;
7. Course enrollment limited by the availability of laboratory, clinical facilities, or practicum site(s);
8. Voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation;
9. Additional justifications for exceptions may be considered with the approval of the dean and provost.

Procedure:

1. An academic unit head submits a course enrollment exception request form to the appropriate dean requesting approval to offer small enrollment course(es) at least five working days prior to the beginning of the semester/term.
2. The dean approves/disapproves the request and forwards the form to the associate provost.

3. The provost and executive vice president for academic affairs approves/disapproves the request and sends copies of the small class form to the dean, academic unit head, and the registrar.

Cross Reference: Tex. Educ. Code § 51.403

Responsible for Implementation: Provost and Executive Vice President for Academic Affairs

Contact for Revision: Provost and Executive Vice President for Academic Affairs

Forms: Course Enrollment Exception Request Form

Board Committee Assignment: Academic and Student Affairs Committee

Revision History: April 30, 2019
January 31, 2017
January 28, 2014
July 21, 2009