



SUBJECT: 200 Academic Affairs

PROCEDURE: 204.1.1 Course Enrollments

EFFECTIVE: April 2023

REVISED:

REVIEWED:

Division Directors will review all courses at least two weeks prior to the start of each term to determine if any courses are low-enrolled based on policy 204.15 Course Capacity. The directors will work with department chairs and program directors to notify faculty teaching courses that are low enrolled at that time of the course's low-enrolled status.

The division directors and department chairs/program directors will work together to create options for faculty and students affected by possible changes to the schedule. The division directors will also discuss with Admissions, the Registrar's Office and Advising any factors affecting a possible course cancellation.

No later than one week prior to the start of the term, and using the established formula to determine course solvency, all courses not meeting the policy 204.1 Course Enrollments criteria will be cancelled or converted to Directed Study (see policy 214.2), unless the decision is postponed by mutual agreement between the division director and department chair/program director based on relevant factors (such as students still in the Admissions pipeline, historical data showing late registrations in a particular discipline, etc.). The faculty will be notified by the department chair/program director of any changes.

Any changes to the schedule will be sent by the department chair/program director to the email distribution list distribution-schedulingchanges@gfcmsu.edu in order to notify all necessary parties.

The Academic Affairs Administrative Assistant will revise workloads and Letters of Appointment as necessary and distribute for signatures.