**Minimum Enrollment Policy**
Portland State University
March 31, 2010

Policy Objectives: Although it is assumed that most classes will exceed the minimum enrollments, Portland State University’s minimum enrollment policy is designed to ensure ongoing curricular effectiveness and the efficient use of resources through program planning. Analyses of reports on class offerings and class size will include enrollment as well as the review of course contributions to:
- Educational quality, including the contribution to the curriculum,
- Student success, especially progress towards the degree, and
- Efficient use of resources, including faculty time and classroom space.

**Enrollment Minimums:** The following minimums apply:
- Undergraduate lecture class (100-300 level) – 20
- Senior level undergraduate class (400 level) – 15
- Undergraduate community-based learning, writing intensive and capstone classes – 15
- Undergraduate seminar - 10
- Graduate (500 level) and combined 400/500 classes – 15
- Graduate level combined classes (500/600 level) – 10
- Graduate level seminar - 5

**Exceptions to Minimum Enrollment requirements:** There are both pedagogical and practical reasons why certain classes should be exempt from this policy. Requests for exceptions should be made to the dean who has final authority for the decision. Specific exemptions include:
- Experimental classes which may be offered twice at the dean’s discretion before being subject to the minimum enrollment policy,
- Other classes in which a low student to faculty ratio is integral to maintaining quality (i.e. certain music performance classes, labs, studios, and classes requiring the use of specialized equipment),
- Reading and conference courses, practica, seminars, internships, thesis and dissertation credits, or
- Classes for which the cost to the university would not make it reasonable to cancel the class (e.g. courses where the costs are paid with external funds, self support classes or Chiron courses).

**Review Process:** In the winter term each year, OIRP will provide each Dean’s Office with data on course enrollments over the last three years. The Dean will review these data with Department Chairs or Program Directors as part of the curricular planning for the coming year. If, over the most recent three years, the average enrollment of any course not included under the exceptions is less than the minimum enrollment, the Dean will discuss the situation with the Department Chair to determine the appropriate course of action, including cancellation. The final decision rests with the Dean and will be based on how best to balance the objectives of academic quality, student success, and fiscal viability. Deans will include a report on low enrollment classes and actions taken in their Unit Planning.

**Potential Responses to Classes with Low Enrollment:** Minimum enrollment policy implementation should occur through regular and effective course review and curricular planning. However, this policy requires the cancellation of any class when the minimum enrollment is not met and the expenditure for instruction can be avoided by the cancellation. Deans and Department Chairs should be proactive in scheduling classes in a manner that assures adequate enrollment by considering the following actions:
- Offering some courses every other year, and/or
- Reorganizing the curriculum to include key material from consistently under-enrolled classes in other offerings.