Minimum Enrollment Policy and Procedure:

Policy:

Any course with less than 10 students enrolled in it one month before classes begin may be cancelled or co-convened with another course/s.

Not all courses will be impacted by this policy, especially capstone courses, independent studies, and a few others. However, even required courses may be cancelled, co-convened with another course or re-scheduled.

Procedure:

If the instructor scheduled to teach a cancelled or co-convened course is a tenured/tenure-track faculty or Lecturer s/he will be reassigned to another course in his/her emphasis that is already scheduled and meets the minimum enrollment. If no such course exists, s/he will be reassigned to any other course that fits his/her schedule and expertise. This may mean displacing a part-time instructor at lower rank from a course s/he is scheduled to teach. If the under-enrolled course is scheduled to be taught by a part-time instructor, the course will simply be cancelled.

(This is a CAL policy, endorsed by the SOA Management Team on 2/6/08. Procedure articulated by SOA Management Team on 2/6/08.)