BACKGROUND: The University of Georgia requires minimum enrollments of 10 students for undergraduate courses and 5 students for graduate courses but allows colleges to set enrollment minimums that are higher (http://provost.uga.edu/index.php/policies-procedures/academic/academic-affair/3-classroom-management). Since summer of 2008 the College of Education has used higher minimum enrollments to insure that courses did not drop below the university minimums and cause a hardship on students needing the course in the summer and on faculty who had planned on the teaching income. That change resulted in fewer canceled summer classes and helped increase credit hour production. Because of these positive outcomes the time has come to extend the policy to the academic year.

POLICY: The College of Education will phase in higher minimum enrollments for all seminar and didactic classes taught in the academic year and that are part of the faculty member’s regular instructional load. Beginning with FY 11, the COE minimum enrollment for undergraduate classes will increase to 12 and for 6000 & 7000 level graduate classes to 8. Doctoral level classes (8000 & 9000) would remain at the university minimum of 5. In FY 12, the COE minimum enrollment for undergraduate classes will increase to 15 and for 6000 & 7000 graduate classes to 10, the current minimum enrollments for summer classes. Minimum enrollment for doctoral level classes (8000 & 9000) will increase to 8. This two year implementation schedule will give program area faculty time to make adjustments to course schedules. A split level course is a single entity therefore total enrollment will be used in determining whether the class meets the minimum enrollment criteria. Using the undergraduate minimum enrollment as the criteria, registered undergraduate students will count as 1 and graduate students will count as 2 in determining the total enrollment of the class. Practicum and internship sections are exempt from the higher COE minimums. This is in recognition of some accreditation standards that require more intensive supervision.

If a course fails to reach the COE minimums, the course must be canceled and the faculty member scheduled for an additional course by the end of the next academic year. When this occurs it will bring the semester teaching load to three from the typical two course load.

There may be extenuating circumstances when offering a section of a course at the University minimums is necessary. In these rare situations a written appeal would be made through the Associate Dean for Academic Programs and considered by the Dean’s Cabinet.

POLICY APPROVED: March 17, 2010

LAST REVISION: March 17, 2010