

College of Health Professions
Under-enrolled Course Policy

In order for a course to be offered in any term, minimum enrollment criteria must be met, or the chair/director must cancel the course prior to the beginning of the term in which the course is to be offered. The following minimums have been established:

Undergraduate lower division (1000 & 2000 level) -- 15

Undergraduate upper division (3000 & 4000 level) -- 10

Graduate Masters -- 5

Graduate Doctoral -- 3

Procedure for requesting exemption:

When pre-term registration data shows that a class is unlikely to make the approved minimum, the class must be cancelled by the department/school or a written request for the continuation with one of the reasons stated below should be sent to the Dean at least one week prior to the beginning of the term in which the course is to be offered. If approved, the course will receive full workload credit and if taught as an overload will receive full compensation.

- Course is needed for an approved teach-out plan.
- Course is needed for student to graduate during the semester the course is offered. A graduate application must have been filed.
- The course is a pre-requisite to continue within the major.
- No other course is available within the degree plan for the student to enroll in 15 SCH

Alternatively, the instructor may request to teach the course at proportional workload credit/compensation to enrollment.