



Minot State University Minimum Class Size Policy

Minot State University is dedicated to ensuring that curricular programs and offerings are delivered in a timely and sequential manner giving students the confidence that they will complete their degree/program requirements on time. To ensure efficient use of institutional resources, Minot State University has established the following policy on minimum class size. This policy also applies to courses offered through the Center for Extended Learning (CEL).

The purpose of this policy is to define enrollments below which classes will be canceled or offered in an alternate format (i.e., independent study).

The university has established these minimum class enrollments limits:

100- and 200-level courses	10 students
300- and 400-level courses	8 students
Graduate courses	5 students

The following types of courses will be considered exceptions to the minimum class enrollment requirement:

1. Independent study
2. Clinical experiences
3. Methods Courses
4. Student teaching supervision
5. Private lessons/Ensembles
6. Honors Seminars
7. Internships/Field Experience
8. Practicums/Capstone Courses
9. Graduate Continuing Enrollment Courses
10. Independent/Directed Research/Thesis/Graduate Projects

The Chair with approval of the Assistant Vice President for Academic Affairs may offer courses below the minimum class size requirements when:

- The course is required for graduation and if the class were canceled it would impede the student's normal progress toward graduation.
- The course is required in a program and the class must be offered in a sequence in order for students to maintain the proper sequencing of courses..

A class which fails to meet the minimum class size after two successive offerings will not be permitted to be placed on the term schedule unless compelling evidence is presented justifying its offering. In general, department/division chairs will be required to place these courses that are low enrolled for two or more successive offerings, as well as other appropriate courses, on a given rotation, such as every other fall semester.

Class Cancellation and Rescheduling Procedures

Chairs will closely monitor class sizes during the enrollment period each semester, proactively making adjustments to course offerings as needed and as soon as possible to allow for faculty teaching schedules and student class schedules to be adjusted if necessary. In addition, the Assistant Vice President for Academic Affairs (AVPAA) will consult with the Registrar and the chairs repeatedly during the enrollment period each semester regarding decisions to cancel or adjust course offerings. Care will be taken to ensure students can take the courses they need for graduation or a substitution can be made when appropriate.

When faculty members have their teaching loads reduced due to a class cancellation or other scheduling adjustment, the Chair, in consultation with the faculty member, will reassign the faculty member to a different course or a different section of the same course. With permission of the AVPAA, a full-time faculty member may be assigned to other responsibilities according to the guidelines in the Reassigned Time Policy. Adjunct instructors and special contract faculty members will be notified that the course they were assigned to teach has been canceled. They may be reassigned to another course or a different section of a course depending upon demand.

Each chair will also send a list of courses proposed to run under an exception to this policy to the AVPAA one month prior to the start of each semester. After consultation with the AVPAA, the chairs will notify the faculty members assigned to teach these courses of their decisions to offer these courses.