

<b>Title:</b> MINIMUM COURSE ENROLLMENT	<b>Procedure Number:</b> 4.7.1	Page 1 of 2
<b>Board Policy or Policies:</b> Board Policy 4.7: Class and Program Cancellation	<b>Adopted by:</b> Carrie Besnette Hauser, President & CEO  <b>Date of Last Revision:</b> April 21, 2016	

**Purpose:** The purpose of the college’s minimum course enrollment procedure is to establish common practices for cancelling courses due to low enrollments pursuant to Board Policy 4.7 (Class and Program Cancellation).

**Main Rule:** Effective Fall 2016 and all subsequent terms, the minimum number of enrolled students needed to run a course in a course that receives a subsidy from local or state sources is eight (8). This includes all “credit” courses (transfer and CTE), ESL & GED courses, and developmental education courses. Course enrollments will be determined for each course as of the first official day of class. Nothing in this rule shall be interpreted to prohibit the college’s current policies concerning the delivery of academic content by way of independent study.

Campus chief administrative officers or their designees are required to implement this procedure. At the end of each academic term, the Office of Institutional Research will prepare a collegewide report regarding compliance.

If the number of students enrolled in any course is insufficient to offer it, the College will notify students of cancelled courses as soon as possible.

**Exceptions:** The minimum enrollments will apply to all courses offered in degree or certificate programs, ESL, Developmental Education, or GED courses. The College may permit fewer than eight enrolled students in a course that satisfies one of the following specific exceptions:

1. The College will allow fewer than eight, but not fewer than six, students if at least one of the enrolled students needs the course to graduate from CMC at the end of the current academic year and no substitute courses that satisfy the same requirement are available through CMC’s online learning offerings.
2. The course is part of a newly designed degree or certificate program that is within its first three years of official implementation. This exemption does not apply to courses that are required for a new degree or certificate program but were already offered by the college prior to the program’s designation.

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3. The course has enrollment restrictions necessary to comply with official, standard, and documented requirements or guidance for the preservation of health, life, or safety.
  
4. Campus senior administrators may request that a course be permitted to run with fewer than eight enrolled students for a reason other than those described above. The Vice President of Academic Affairs will coordinate procedures for implementing these exceptions, including maintaining a list of courses and reasons for exceptions granted, with chief campus administrators.
  
5. Special circumstance: If a concurrent enrollment course is offered in an in-district high school and is taught by an instructor employed by the school district who receives no compensation from CMC for the course, enrollment standards should follow the host district's guidelines. In all other instances, concurrent enrollment courses must adhere to the college's standard enrollment procedures.