



POLICY ON LOW ENROLMENT COURSES

POLICY NUMBER:	2017-02-POL-AS
TITLE OF THE POLICY:	Low Enrolment Courses
DATE OF ADOPTION:	23 April 2018
SUPERSEDES:	None (New)
DATE OF IMPLEMENTATION:	Fall 2018
PROJECTED DATE OF REVISION:	Fall 2021
PURPOSE OF THE POLICY:	To establish guidelines by which a regularly scheduled course with low student enrolment is facilitated for students needing to complete programme requirements
ACCOUNTABILITY:	Office of Academic Affairs
RELATED POLICIES:	None
APPENDICES:	Appendix I – Request for Low Enrollment Waiver

1.0 Definition

A low enrolment course is a regularly scheduled course for which fewer than ten (10) students have registered at the end of the first registration cycle, inclusive of deregistration. Low enrolment courses do not make maximum use of the University's faculty, staff and resources. As a result, low enrolment courses normally are cancelled by the University.

2.0 Purpose

This policy is designed to be the means by which a low enrolment course is offered so that students have an opportunity to complete major area and prescribed elective requirements. Departments may petition the relevant Academic Dean, through the Head of the Academic Unit, for a low enrolment major area course or prescribed elective to remain scheduled so that students can complete Academic Senate approved programme requirements.

3.0 Eligibility

- 3.1 This policy shall be applied to major area courses and prescribed electives for which fewer than ten (10) students have enrolled and which would normally be cancelled. It shall not apply to general education requirements.
- 3.2 Each Academic Unit shall be allocated a maximum allowance of low enrolment courses per academic year as approved by the Academic Dean responsible for the Unit. This approval should take into consideration programmatic needs as well as the long term strategic programme development of the University.

Academic Unit	Maximum LEC Allowed per Academic Year
Business and Hospitality Management (BH)	10
Chemistry, Environmental & Life Sciences (CS)	8
Communication and Creative Arts (CA)	12

Culinary Arts & Tourism Studies (CT)	10
English Studies (ES)	6
Education (ED)	12
Mathematics, Physics & Technology (MT)	12
Social Sciences (SS)	12
Nursing & Allied Health Professions (NA)	8

- 3.3 The maximum allowance of low enrolment courses should not include:
- 3.3.1 courses with different modalities that may inherently be undersubscribed, for example, labs, internships, practicums, seminars and capstone courses/theses;
 - 3.3.2 courses designed around a cohort frame;
 - 3.3.3 undersubscribed courses that are a part of a programme that is being phased out; and
 - 3.3.4 courses approved by the Provost as low enrolment courses.
- 3.4 A low enrolment course may be allowed to run provided it:
- 3.4.1 fulfils a major area course or prescribed elective requirement;
 - 3.4.2 is offered as the only section for the semester;
 - 3.4.3 is offered only once per academic year;
 - 3.4.4 is taught as a regular class with the same methodology and compensation that would have applied if enrolment had been above the cancellation threshold;
 - 3.4.5 is scheduled for the semester in which registration is taking place; and
 - 3.4.6 is NOT a Directed Independent Study or First Year Seminar course.