

OFFICE OF THE PROVOST

Policy on Minimum Standards for Course Offerings and Number of Class Sections:

Implementation of University Curriculum Committee Guidelines

Minimum Standards for Course Offerings

1. Regulations applicable to courses at the (100-200) level are:
 - a. A course offered only once during the two semesters of the regular academic year which has failed to secure an average enrollment of 15 for the last two times it was given shall be withdrawn from the catalog or limited to alternate years.
 - b. A course offered during two semesters of the regular academic year which has failed during the preceding year to secure a total enrollment of 30 shall be offered during one semester only.
 - c. If a course during a current semester fails to secure an enrollment of 15, it shall be suspended for that term despite the fact that its record of enrollment during the preceding year permits its listing under a or b of this section.
2. Regulations applicable to courses at the (300-600) level are:
 - a. A course offered only once during the two semesters of the regular academic year which has failed to secure an average enrollment of 10 for the last two times it was given shall be withdrawn from the catalog or limited to alternate years.
 - b. A course offered during two semesters of the regular academic year which has failed during the preceding year to secure a total enrollment of 20 shall be offered during one semester only.
 - c. If a course during a current semester fails to secure an enrollment of 10, it shall be suspended for that term despite the fact that its record of enrollment during the preceding year permits its listing under a or b of this section.
3. Regulations applicable to courses at the (800-900) level are:
 - a. A course offered only once during the two semesters of the regular academic year which has failed to secure an average enrollment of 5 for the last two times it was given shall be withdrawn from the catalog or limited to alternate years.
 - b. A course offered during two semesters of the regular academic year which has failed during the preceding year to secure a total enrollment of 10 shall be offered during one semester only.
 - c. If a course during a current term fails to secure an enrollment of 5, it shall be suspended for the term despite the fact that its record of enrollment during the preceding year permits its listing under a or b of this section.
4. A course withdrawn from the catalog under these regulations may be restored by following the procedure for the introduction of new courses.
5. Every effort should be made to evolve instructional models which conform to the regulations. If certain research-problem courses or courses in which special types of instruction, equipment or limited laboratory facilities require that, without reference to expense, classes be smaller than those provided for by these regulations, special exceptions may be requested. Justification for continuation should be presented by the dean of the college to the Office of the Provost for evaluation and decision. Each such course shall be considered annually upon its individual merits.

6. Courses for which there is inherently a limited demand but which are essential to the University's program may be exempted from these regulations in whole or in part. Justification for continuation should be presented by the dean of the college to the Office of the Provost for evaluation and decision. Each such course shall be considered annually upon its individual merits.

Minimum Standards for the Number of Class Sections

1. The standards to be applied to the formation of class sections in a course are:
 - a. When the registration in a course for a particular semester is less than 25 students, it shall be taught in one section only.
 - b. When the registration in a course for a particular semester is less than 50 and more than 25, it shall be taught in not more than two sections.
 - c. When the registration in a course for a particular semester exceeds 50 students, the sections into which it is divided must be so formed that no section has less than 20 students.
 - d. Where specialized methods of instruction are employed, the application of these regulations may be modified by the dean of the college upon approval of the Provost.

Application of the Enrollment Control System

1. The system is revised effective fall semester, 2001.
2. The system is to be applicable to fall and spring semesters and summer sessions.
3. Preplanning with respect to such issues as alternate course patterns and other curricular adjustments, reallocation of faculty time, adjustment of faculty workloads, reevaluation of course requirements, etc. should be initiated immediately.
4. Anticipation of courses and sections which may not meet enrollment standards should begin immediately based on previous enrollment patterns. Such courses and sections should be deleted at the earliest possible time.
5. Requests for exceptions to the regulations should be processed before the end of the enrollment period to allow students to enroll in other courses.
6. Every effort should be made to meet student needs when courses are cancelled under these regulations.

¹ Excerpt (pages 2 to 5) from MICHIGAN STATE UNIVERSITY PROCEDURES FOR THE IMPLEMENTATION OF THE UNIVERSITY CURRICULUM COMMITTEE GUIDELINES, December 10, 1971, which was attached to then Provost John E. Cantlon's Memorandum to Deans, Directors, and Department Chairpersons re Procedures for the Implementation of the University Curriculum Committee Guidelines dated January 14, 1972. Revised July 2001.