

Policy

Office/Contact: Provost and Vice President for Academic Affairs

Sources/Links:

SDBOR Policy Manual 5:17 Instructional Funding: <https://www.sdbor.edu/policy/documents/5-17.pdf>

SDBOR Section Size Administration Guidelines:

https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_7_Guideline.pdf

NORTHERN STATE UNIVERSITY

Policies and Guidelines

SUBJECT: Low Enrolled Course Cancellation Timeline

NUMBER: 2.13.1

1. Purpose

In compliance with South Dakota Board of Regents (SDBOR) policy 5:17 Instructional Funding, Northern State University (Northern) coordinates cancellation of low enrolled courses on a defined timeline chosen to balance serving students, faculty, and staff effectively.

2. Definitions

Low Enrolled course: Courses, regardless of mode of delivery, that have fewer than ten (10) students at the undergraduate level; seven (7) students at the entry-level (500 or 600) graduate, or four (4) students at the upper-level (700 or 800) graduate.

Priority courses: For the purposes of the low enrolled policy set forth herein, priority courses are low enrolled courses required for a major that meet all of these criteria: (1) have one or more major seniors enrolled, **AND** (2) will not be offered again prior to a student's intended graduation date, **AND** (3) there is no equivalent course offering to substitute within the major. Priority Courses are excluded from course cancellation within the low enrolled policy.

3. Policy

Chairs will initiate and deans will approve course cancellations for low enrollment. Chairs will route course cancellations for online, on campus, and HyFlex classes using the course change request process and following this timeline, with exception given to Priority Courses as described above:

Fall Semesters (semester start date approximately August 20):

- August 1 (or first business day following): Non-General Education courses with 5 or fewer students will be cancelled.
- August 8 (or first business day following): Non-General Education courses with 7 or fewer students will be cancelled.
- By 5:00pm the Monday prior to the start of fall semester: General Education courses with 6 or fewer students will be cancelled.
- Professional advisor, EAB Navigate, Registrar, OCE, and Director of Student Success communications will be coordinated and paced leading up to these deadlines.

Spring Semesters (semester start date approximately January 10):

- Reading Day of fall semester: Non-General Education courses with 5 or fewer students will be cancelled.
- Last Day of final exams in fall semester: Non-General Education courses with 7 or fewer students will be cancelled.
- By 5:00pm the Monday prior to the start of spring semester: General Education courses with 6 or fewer students will be cancelled.
- Professional advisor, EAB Navigate, Registrar, OCE, and Director of Student Success communications will be coordinated and paced leading up to these deadlines.

Summer Terms:

- One week before the start of each summer session: For courses that are under-enrolled (see definition above), regardless of teaching modality, the department chair or dean will contact the instructor to see if they are willing to take reduced pay as determined by the OLCE formula.
- If the instructor agrees to reduced pay, the amount of pay is based on the course enrollment on census date. If the instructor does not agree to reduced pay, the under-enrolled course will be cancelled.

4. Responsible Administrator

The University Provost and Vice President for Academic Affairs is responsible for approval of modifications to this policy and its procedures.

5. Source History:

Proposed by Provost and Vice President for Academic Affairs in consultation with Associate Vice President for Academic Affairs and Director of Graduate Studies, CAS Dean, CoPS Dean, SoFA Dean, CAS Associate Dean, SoB Associate Dean, SoE Associate Dean, Registrar, Executive Director of Student Success, and Director of Online and Continuing Education. Provided for input to the Enrollment Management Council and Academic Advisors Council.

Approved by Deans Council 12/08/2021; Approved by Provost 12/08/2021. Revised version discussed by Deans Council on 10/26/2022 and approved on 10/26/2022. Revised version discussed by Deans Council on 9/6/2023 and approved on 9/6/2023. Revised version discussed by Deans Council on 9/27/2023 and approved on 9/27/2023. Revised by Deans Council and Provost on 5/15/2024.