

College of Pharmacy

Course Enrollment Limits and Cancellation: PharmD Elective Courses


Related Policies:

See University Policy:
Course Enrollment Limits and Cancellation

[http://policy.umn.edu/Policies/Education/
Education/COURSEENROLL.html](http://policy.umn.edu/Policies/Education/Education/COURSEENROLL.html)

Effective: Fall 2010

Policy Owner:
Division of Professional Education

Policy Contact:
*Executive Director, Curriculum Administration and
Academic Technology*

POLICY STATEMENT

Cancellation of low-enrollment courses

- a. Each campus and college must maintain a policy regarding the cancellation of low-enrollment courses or sections. Any such policy must, at a minimum, take into account (1) the effect of cancellation of a course or courses on student academic progress and graduation, (2) the need for a course to contribute to appropriate program breadth and curriculum, and (3) commitments made to instructors that a course would be offered.
- b. Enrollment of fewer than 10 students in an elective course can warrant cancellation.
- c. Courses may not be cancelled after the fifth day of classes for that term.

Exclusions

This policy is not applicable for required courses or elective courses that are central to dual-degree/career programs, honors programs, emphasis areas, e-learning, or interprofessional education.

REASON FOR POLICY

Maximum efficiency and optimal learning occurs within an enrollment range: it is not feasible or educationally sound to teach certain courses if enrollments are either too small or too large. Departments must be able to cancel a course if it is too under-prescribed to warrant offering it, as well as to limit the enrollment to maximize learning. Students need adequate time to select a replacement course if a course is cancelled.

PROCEDURE

1. Enrollment will be monitored by the Curriculum Administration and Academic Technology (CAAT)
2. A recommendation will be made by the Executive Director of CAAT to the Senior Associate Dean of Professional Education, who will seek input from the Course Instructor, Department Head,

Educational Implementation Committee (EIC) and/or Curriculum Council (CurrC) to make a final determination.

3. If a course is cancelled, CAAT will communicate this decision to the Course Instructor and students.

ADDITIONAL CONTACTS

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DEFINITIONS

Enrollment limits (maximum or minimum)

The minimum or maximum number of students allowed in a course; the minimum informs when a course may be cancelled and the maximum informs when a course is considered closed to additional enrollments.

Upper limits are established by the course instructor and communicated to CAAT for class management.

RESPONSIBILITIES

Curriculum Administration and Academic Technology

Monitors enrollment numbers and makes recommendation to the Senior Associate Dean of Professional Education. Notifies Course Instructor and students if course is cancelled.

Senior Associate Dean for Professional Education

Seeks input from the Course Instructor, Department Head, Educational Implementation Committee and/or Curriculum Council to make a final determination regarding course cancellation.

APPENDICES

There are no appendices related to this policy.

RELATED INFORMATION

There is no related information for this policy.

HISTORY

Drafted: January 2010

Amended: June 2010 with input from Curriculum Council and Educational Implementation Committee

Updated: June 2011 to reflect department and title changes

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