



Managing Low Enrolled Courses

As described in the Faculty Handbook, this form is to be completed by a faculty member when a course they are scheduled to teach is at risk of cancellation or has been cancelled due to underenrollment.

The completed form must be submitted to the Department Chair, the Registrar, and the Associate Dean for Education for final review and approval no later than 4 weeks prior to the semester start.

Faculty Name _____ Department _____

Course _____ Semester/Year _____

Have you had this course cancelled for low enrollment in the past? ☐ Yes ☐ No

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1. **Are you seeking approval to run the low enrolled course?** ☐ Yes ☐ No

If so, please describe the rationale for running the low enrolled course.

2. As per the Faculty Handbook, if a course is offered for registration but then cancelled due to low enrollment, the associated shortfall in salary coverage is not considered a performance issue on the first occurrence.

Do you expect a salary coverage shortfall due to a cancelled course? ☐ Yes ☐ No

If so, please describe your plan for spending that time productively (e.g. teaching, research, service, and/or citizenship activities).

3. **Strategies to increase enrollment moving forward**

Please describe a plan to increase enrollment moving forward (e.g. secure approval to modify prerequisites, adjust the frequency that the course is offered, adjust format and/or timeslot, improve course description and advertising).



Faculty Member: _____ Date: _____

Department Chair: _____ Date: _____

Registrar: _____ Date: _____

Associate Dean for Education: _____ Date: _____

Notes from the Associate Dean for Education (if necessary):