

Minimum Class Size Policy

In order to maintain a quality educational experience and balance fiscal responsibility class enrollments that do not meet the established minimum class size for a quarter may be canceled or only offered in a specific modality.

Moreover, workload inequities among faculty can occur when the same low-enrolled classes are allowed to continue over time.

The policy below provides transparent and consistent guidelines of what constitutes an appropriate minimum class size. It also provides exception criteria in recognition of the value the institution places on class offerings and ensuring degree progress for our students.

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Except for the cases discussed below, the college will cancel classes that are below eight (8) students in the undergraduate programs (100 through 400 level courses). The enrollment in certificate programs must be high enough to break even financially.

Low-enrollment sections of multi-section classes should be canceled when sufficient seats are available in other sections to accommodate expected enrollment needs. The Registrar and Academic Dean will collaborate on low enrollment sections prior to the start of the quarter, to level the student enrollment (as close to the same enrollment size) to ensure course size consistency. Classes with under eight (8) students should be cancelled at least five (5) calendar days prior to the start of the quarter.

College and educational reasons permit the following exceptions for the minimum enrollment guidelines outlined:

1. Instances of when cancelation of the class would likely delay or impede the enrolled students from making sufficient progress to their degree and other alternative classes or arrangements are demonstrably not possible. If the course is offered in an online modality, students should take the course in that modality.
2. Students are provided a unique opportunity for a small-class, intensive experience with capstone and embalming and restorative arts labs. The classes should not be any larger than ABFSE standards and large enough to provide engaging discussion and interaction. The Campus President and Vice President of Education must both provide approval for permitting the availability of course offerings.

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Class Cancellations

Classes should be canceled at least five (5) calendar days prior to the start of a quarter when the minimum class size is not met and does not fall under one of the outlined exceptions. The dean is ultimately responsible for canceling classes, ensuring that a cancellation is communicated immediately to the students enrolled in the class, and instructor assigned to the course, though they may delegate these tasks to other staff as appropriate.