

## College of Sciences Policy

<b>SUBJECT:</b>  Fall and Spring Teaching	<b>Effective Date:</b>  06/29/2022	<b>Policy Number:</b>  COS004-3.2
	<b>Supersedes:</b>	PAGE 1 OF 1
	<b>Responsible Authority:</b>  Dean	

### POLICY STATEMENT

#### Teaching Assignments

- The first priorities in scheduling and assigning fall and spring course offerings are programmatic needs, student demand, and budget availability. The college may specify courses to be offered, minimum enrollments, or other requirements.
  - Regular course sections scheduled for fall and spring semesters will normally be canceled unless they meet the following minimum enrollment levels:
    - Lower Division-20;
    - Upper Division-14;
    - Graduate-8.
    - Note: Enrollments in split level courses (e.g., BSC4000/BSC5000) should be counted as x1 for each undergraduate enrollment and x2 for each graduate enrollment.
  - Any exceptions must be approved by the COS Dean.
  - Departments/Schools may set higher enrollment limits or otherwise cancel fall/spring course offerings and assignments based on programmatic needs, lack of student demand, and budget availability.
- Fall/Spring course assignments may be offered only to qualified persons. They may be offered to regular faculty, visiting faculty, other employees, adjuncts, or graduate students. Units should review and enforce workload policies to reassign, increase or decrease individual faculty member's teaching assignments.

#### Procedures

- According to the above minimum enrollment limits, fall and spring semester course enrollments will be monitored four weeks prior to the start of classes.
- Any exception to retain a course with low enrollment must be submitted to and approved by the dean.
- If a "long term" exception is granted (e.g., the course is requested to always be approved for enrollment below the limit), the course will be granted the exception for five years.