

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

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**TITLE OF POLICY:**           **PROCEDURE FOR CANCELING A COURSE DUE TO  
LOW ENROLLMENT**

**ORIGINAL DATE:**                    January 20, 2004

**LAST REVIEWED/REVISED:**

**EFFECTIVE DATE:**                 January 27, 2004

**POLICY:**                            The School of Nursing plans for an enrollment of no less than 8 students for a course to be offered. A course with less than 8 registered students must be reviewed to determine the feasibility of offering or canceling.

**PROCEDURE:**                    Department administrator [or designated staff] will monitor enrollment in each departmental course once a week beginning 4 weeks prior to the start of the term. Staff will inform course instructor of the enrollment of the number of students registered. If the enrollment in any course is below 8, staff will notify the department chair as well as the instructor.

When enrollment is below the required minimum of 8 students, the instructor or advisor will be responsible for determining whether any student enrolled must have the course to proceed with his or her program and workload of faculty will be reviewed.

The instructor notifies the department chair of the status of the students enrolled with regard to their need for the course.

The department chair notifies the Associate Dean for Clinical Education of that status of the course and the enrollment. If the decision is made to cancel the course, the Associate Dean will instruct the appropriate staff to cancel the course via the University's Registrar's Office. This decision should be reached as early as possible but no later than the last day of the add-drop period.

Approved by Administration 1/04