

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: **LOW ENROLLMENT COURSES**

ORIGINAL DATE: **January 2004**

LAST REVIEWED/REVISED: **May 2016**

POLICY: The School of Nursing plans for an enrollment of 8 students or more for a course to be offered. A course with fewer than 8 registered students must be reviewed to determine the feasibility of offering.

PROCEDURE: Student Affairs and Alumni Relations (SAAR) will monitor course enrollment three (3) weeks prior to the start of the term, and submit a report to the academic Associate Deans. The Associate Dean will discuss with the Department Chair a plan of action for any course with fewer than 8 enrolled students.

If the recommendation is to cancel the course, the academic Associate Dean will notify the Assistant Dean for Student Affairs and Alumni Relations who will advise the registrar's office cancel the course for the term. The course must be cancelled before the first day of classes.

Approved by Administration: 10/04

Revised/Reviewed: 05/16