



Health Sciences
School of Nursing

ADMINISTRATIVE POLICIES AFFECTING THE SCHOOL OF NURSING

Low Enrollment Courses

Date Effective	January 2004
Date Reviewed / Revised	October 2025
Program Level	Administrative

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:

The Center for Student Success 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 Associate Dean for Strategy who will advise the registrar's office to cancel the course for the term. The course must be cancelled before the first day of classes.

APPROVAL & REVISION HISTORY

Reviewed: 05/16, 02/24, 10/25

Approved by Dean's Council: 10/04, 10/25