

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: I 14.0  
Procedure Title: Low-Enrolled Class Justification  
Justification  
Relevant Board Policy:  
Originating Unit: Vice President of Academic Success  
Maintenance Unit: Vice President of Academic Success

- I. Purpose: Outline the process for requesting and granting approval of course sections with paid enrollment below 75% of the maximum set for the course.

II. Procedure Statement:

Low-enrolled classes shall not be offered in any department except as authorized by the Vice President of Academic Success (VPAS), who shall follow the guidelines below. The mandated average class size of 25 students is the current budgetary constraint that limits the number of low-enrolled classes the college may offer.

- A. A low-enrolled class is defined as a course section with fewer than 75% of maximum enrollment after the first class meeting, unless a signed Memorandum of Understanding dictates otherwise. The 75% of maximum enrollment guideline was established in Fall 2010, and is subject to revision from one semester to the next, following guidance from the Vice Chancellor of Academic Success. Maximum enrollment in a given section shall not, in general, exceed 30 students. The maximum enrollment may be lower than 30 students if pedagogy (i.e. developmental courses or English Composition), safety, equipment, accreditation, licensing, or room size limitations are in place.
- B. Course sections currently excluded from these guidelines are practicums, independent studies, private lessons, internships, courses taught by ISD-paid adjunct instructors, and self-paced instruction.
- C. Chairpersons may request in writing approval for low-enrolled course sections (a verbal request placed directly with the Dean or VPAS may also be accepted). Department Chairs, in consultation with their respective faculty, will provide the rationale for requesting authorization to run low-enrolled sections.

- D. A low-enrolled course may be considered for approval if it meets one or more of the following criteria. In these cases, where budget constraints allow, exceptions may be authorized.
1. Students enrolled in the section require the course for graduation at the end of the current term and have no appropriate substitution available.
  2. The course is a second or later course in a sequence, for example, Calculus II or III in the sequence Calculus I, II, III.
  3. Students enrolled in the course require the course to satisfy articulation or transfer agreements with their transfer institution, have no appropriate substitution available, and the course cannot be offered again before the student(s) are scheduled to transfer.
  4. The course is required by a newly established degree or certificate program.
  5. The course section is cross-listed or combined and taught with other sections as a single class, provided that the sections, when combined, do not constitute a low-enrolled class.
  6. The course is being offered for the first time.
  7. The course is part of an already established Block Scheduling program.
- E. Requests for approval of low-enrolled classes must be submitted to the respective Dean no later than the Tuesday before classes begin for the 16-week or Flex I terms and at least two working days in advance of all other terms.
- F. The VPAS and Dean will review the requests and provide Chairs with a response on that or the following business day. Chairs will provide this information to their respective faculty before the course(s) is scheduled to begin.

Issued:	<u>January 8, 2001</u>	Approved: <u>(signed: Enrique Solis)</u> President
Revised:	<u>November 17, 2010</u>	Office of Vice President of Academic Affairs
Revised:	<u>February 28, 2017</u>	Office of the Vice President for Academic Success
Revised:	<u>May 2, 2017</u>	Approved: <u>(signed: Dr. Mike Flores)</u> President