To: Department Chairs and Program Directors  
From: Marci Sortor, Provost/Dean of the College; Associate Deans; Mary Cisar, Registrar  
Subject: Class/Lab Guidelines for 2015–16  
Date: December 2014

For the past several years, chairs and directors have received guidelines concerning course maximums and minimums designed to provide a significant proportion of courses under 20 enrolled students, particularly for first-year students. Concerns about the effect of these guidelines prompted discussion in the Curriculum Committee (including conversation with the Directors of ORC and of Writing) and the Dean’s Council, leading to this revision of the guidelines. Please take these new guidelines into account when completing your class and lab schedule for 2015-16.

1. It is important that students of each class year have the opportunity to take courses of different sizes, including courses with enrollment maximums of fewer than 20 students. We ask that departments and programs aim for a mixture of courses of different sizes (e.g. under 20, 24-30, 35-48, 60 or above), taking into account predicted demand for courses within each department or program, pedagogical opportunities for students and faculty, learning goals for students of different class years (first-year students, sophomores, juniors, seniors) and across types and levels of courses, and number of classrooms of different sizes on campus.

2. The enrollment maximum for courses carrying FYW credit (American Conversations, Great Conversation, Writing 111) is 19.

3. The enrollment maximum for courses carrying ORC or WRI credit may be set at up to 25.

4. To ensure that students may spread their four required WRI courses throughout their four years, special attention should be given to opportunities to provide level I and II WRI options that are not limited to students who are majors/concentrators in a department or program.

**MINIMUM ENROLLMENT:**
Minimum enrollment (for courses to be offered):

- Level I: 10
- Level II: 8
- Level III: 6

Following each registration period, the registrar will notify the appropriate department chair/program director and associate dean of any course that has not met its minimum enrollment as of six weeks in advance of the first day of the term when it is intended to be offered. These low-enrollment courses will be automatically cancelled five weeks before the first day of the semester unless the appropriate associate dean and the registrar determine, in consultation with the department chair or program director, that the course should be offered.