

To: Department Chairs and Program Directors
From: Marci Sortor, Provost/Dean of the College; Associate Deans;
Ericka Peterson, Registrar
Subject: **Class/Lab Guidelines for 2020–21**
Date: December 2019

Below find guidelines for the distribution of class sizes. Please take these guidelines into account when building your class and lab schedule for 2020-21.

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. For fall courses normally taken by first-year students this policy does not apply until after first-year registration has taken place.