

To: Department Chairs and Program Directors
From: Marci Sortor, Provost/Dean of the College; Associate Deans;
Ericka Peterson, Registrar
Subject: **Class/Lab Guidelines for 2022–23**
Date: January 2022

Below find guidelines for the distribution of class sizes. Please take these guidelines into account when building your class and lab schedule for 2022-23.

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), considering 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 ideal enrollment maximum for courses carrying the First-Year Seminar or Writing and Rhetoric requirement (American Conversations, Great Conversation, First-Year Seminar 120, Writing 120) is 18.
3. The enrollment maximum for courses carrying ORC, WRI, Writing Across the Curriculum, or Writing in the Major may be set at up to 22.
4. To ensure that students (who have entered before curriculum year 2021) 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 provides a list of low-enrolled courses to the Associate Deans. The Associate Deans notify the appropriate department chair/program director 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.