

To: Department Chairs and Program Directors  
From: Marci Sortor, Provost/Dean of the College; Associate Deans;  
Ericka Peterson, Registrar  
Subject: **Class/Lab Guidelines for 2024–25**  
Date: December 2023

Below find guidelines for the distribution of class sizes. Please take these guidelines into account when building your class and lab schedule for 2024-25.

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 (ENCON 110, ENCON 112, PACON 180, PACON 181, QUEST 113, QUEST 116, RAMAT 110, RAMAT 130, FYS 120, WRIT 120) is 19.
3. The enrollment maximum for courses carrying Writing Across the Curriculum or Writing in the Major may be set at up to 22.

**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.