



POLICY NUMBER: SLCC-IS-101A

POLICY AND PROCEDURES MEMORANDUM

**Title: Low Enrollment Laboratory,
Occupational, Clinical, & Specialist Courses
Effective Date: Sept. 5, 2012
Date of Last Revision:
Cancellation:
Office:**

Low Enrollment Laboratory, Occupational, Clinical & Specialist Courses

The college recognizes that in select circumstances, enrollment in Laboratory, Occupational, Clinical and select specialist courses may be capped at 10 or less or that large groups in a course must be divided into groups of 10 or less depending on safety, programmatic accreditation, and access to specialist equipment or relevant external or internal factors. In the latter case the sub award of credit to that component must be clearly determined.

These courses will be readily identified and may be offered in accordance with the following guidelines:

- The low enrolled section is monitored by the Dean and Department Chair/Program Director to provide the optimum utilization of sections and student number.
- The section may be counted as part of the faculty members' required course load.

Compensation for these known low enrollment sections will be pro-rated at based on the academic credit of the course being taught. If the course reaches its cap limit the credit load will be fully awarded. For each student less than the cap value it will be reduced by a percentage factor proportional to each student not enrolled. (e.g. if a known low enrollment course of 3 credits enrolls all 10 students in its cap then a credit load of 3 (100%) will be awarded, if 9 students 2.7 (90%), if 8 students 2.4 (80%), if 7 students 2.1 (70%) etc.)

Only known Low Enrollment Laboratory, Occupational, Clinical & Specialist Courses with an enrollment cap of 10 or less students are addressed by this policy. Low enrolled classes are included when computing a faculty member's workload commitment.

Calculation of course enrollment is as of the close of business on the 14th day of class for Fall and Spring semesters, and on the 7th day of class during summer semester.


Reference:

Policy Reference:

Review Process:

x	Reviewing Council/Entity	Approval Date	Effective Date
x	<i>Cabinet Approval</i>	<i>Sept 5, 2012</i>	<i>Sept. 5, 2012</i>
x	<i>Executive Committee Approval</i>	<i>Sept. 5, 2012</i>	<i>Sept. 5, 2012</i>
x	<i>Chancellor Approval</i>	<i>Sept. 5, 2012</i>	<i>Sept. 5, 2012</i>

Distribution: Distributed Electronically via College's Internet
Hard Copy Distribution to Cabinet



Natalie J. Harder, Ph.D.
Chancellor