Revisions to Faculty Rules Regarding Cancellation of Courses

Faculty rules 3335-8-16, 17, and 18 govern the cancellation and regulation of course offerings. Currently, all three rules include numerical specifications that are seldom followed and may not comport with sound budgetary decisions and the priorities of departments. (In addition, all three rules include references to course levels that have not been updated for the four-digit numbers now in use under semesters.) To align with actual practice and reasonable decisions about course offerings, CESP recommends a single rule that provides more general, flexible guidelines. The Office of Academic Affairs may wish to set some guidelines for enrollment thresholds.

Recommended Change

(To replace 3335-8-16, -17, and -18)

3335-8-16 Cancellation of courses

(A) The chair of a department or director of an instructional unit, in consultation with the dean of the college and with timely notification, may cancel any course that has not enrolled sufficient numbers of students to warrant its offering. That number of students should usually be less than fifteen, but courses enrolling fewer than fifteen may be offered if sufficient resources and programmatic justifications exist.

(B) The university registrar will monitor the offering of courses and will inform the dean of a college of courses listed in the course bulletin for that college that have not been offered for nine consecutive semesters (three years). The dean of the college and the chair of the relevant department or director of the relevant instructional unit will decide whether or not to remove that course from the course bulletin prior to the next academic year.

Current Rules

3335-8-16 Cancellation of elective courses.

As promptly as possible and appropriate, the office of the university registrar shall report to the dean of the college or director of the school having charge of the department or program concerned all elementary elective courses (those numbered below 300) in which fewer than twelve students are enrolled and all elective advanced undergraduate courses (those numbered 300 and above) in which fewer than eight students are enrolled. The dean or director shall cancel every such course unless the department or program can show adequate reason why it should be given. When such a course is cancelled, the dean or director shall notify the office of the university registrar, who shall insert in the official bulletin a notice of its cancellation. (B/T 7/9/2004, B/T 6/7/2005)

3335-8-17 Regulations for the control of course offerings.

(A) The regulations applicable to classes in the 000, 100, and 200 groups are:
A course offered only once during the three quarters of the regular academic year which has failed to secure an average enrollment of fifteen for the last two times it was given shall be withdrawn from the catalogue or limited to alternate years.

A course offered during two quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of forty shall be offered during one quarter only.

A course offered during three quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of seventy-five shall be withdrawn for one quarter, and, if the total enrollment is less than forty, it shall be withdrawn for two quarters.

If an elective course during a current quarter fails to secure an enrollment of twelve, it shall be withdrawn for that quarter despite the fact that its record of enrollment during the preceding year permits its listing under paragraph (A)(1), (A)(2), or (A)(3) of this rule. (See rule 3335-8-16 of the Administrative Code.)

The regulations applicable to classes in the 300, 400, 500, 600, and 700 groups are:

A course offered only once during the three quarters of the regular academic year which has failed to secure an average enrollment of ten for the last two times it was given shall be withdrawn from the catalogue or limited to alternate years.

A course offered during two quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of twenty-five shall be offered during one quarter only.

A course offered during three quarters of the regular academic year which has failed during the preceding year to secure a total enrollment of forty-five shall be withdrawn for one quarter, and if the total enrollment is less than twenty-five, it shall be withdrawn for two quarters.

If an elective course during a current quarter fails to secure an enrollment of eight, it shall be withdrawn for that quarter despite the fact that its record of enrollment permits its listing under paragraph (A)(1), (A)(2), or (A)(3) of this rule. (See rule 3335-8-16 of the Administrative Code.)

A course withdrawn or suspended under these rules may be restored by following the procedure for introduction of new courses.

This rule does not apply to minor and major research problem courses, to honors courses, or to courses in which special types of instruction or equipment, or limited laboratory facilities, require that, without reference to expense, classes be smaller than those provided for by this rule. All exceptions of these types must be authorized by the council on academic affairs each year.
(E) Courses for which there is inherently a limited demand, but which are essential to the university's program, may be exempted from these regulations, in whole or in part, by the council on academic affairs. Each such course shall be considered annually upon its individual merits.

(F) The graduate professional colleges may formulate rules to govern the control of their course offerings, subject to the approval of the council on academic affairs. (B/T 7/9/2004)

3335-8-18 Standards for number of class sections.

The standards to be applied to the formation of class sections in a course are:

(A) When the registration in a course for a particular quarter is less than twenty-five students, it shall be taught in one section only.

(B) When the registration in a course for a particular quarter is less than fifty and more than twenty-five students, it shall be taught in not more than two sections.

(C) When the registration in a course for a particular quarter exceeds fifty students, the sections into which it is divided must be so formed that no section has less than twenty students.

(D) Where specialized methods of instruction are employed or where there are peculiar difficulties in student schedules, the application of these rules may be modified by the chair of the department and the dean of the college or the director of the school upon approval of the executive vice president and provost.

(E) The graduate professional colleges may formulate rules to govern the formation of class sections, subject to the approval of the council on academic affairs. (B/T 4/4/97, B/T 12/4/98)