

UC Santa Barbara
Policies
Issuing Unit: Academic Affairs

Policy 1010
Date: October 1, 1973

MINIMUM CLASS SIZE

I. REFERENCES:

- A. President Hitch's memorandum to Chancellors, dated March 14, 1973.

II. POLICY:

- A. The University has established minimum class enrollment norms:

Lower Division	12 students
Upper Division	8 students
Graduate Division	4 students

These norms apply to primary section enrollments of each course and to the average enrollment of each type of subsection (Laboratory, quiz, discussion). The norms do not apply, however, to independent study, research or thesis work.

- B. In the event that enrollment in a class falls below the specified norm in two successive offerings, the class should be conducted again only with the advance approval of the Vice Chancellor-Academic Affairs or the Chancellor. (The phrase "two successive offerings" should not be interpreted merely to mean offerings in consecutive quarters of an academic year. Offerings in non-consecutive quarters or in consecutive academic years are also subject to the policy.)

1. Courses taught as "overload" by individual professors which fall below the class size minimum shall be justified by showing the other classes taught by the respective instructor(s) as part of their usual workload.
 - a. The course is an opportunity for a freshman student to participate in a small group class directly taught by a faculty member in one of the professorial ranks.
 - b. The course is required for graduation, and if the class were cancelled, the date of graduation of students who wish to enroll in the course would be affected.
 - c. The course is required in a major program and the class must be offered at a particular time in order to maintain proper sequence of courses.
 - d. The course (and/or the program of which it is a part) has been offered for only a short time, and has not yet developed to its full potential.

- e. The course is experimental, either in its subject matter or in its mode of teaching, or both, and time is needed to assess its potentialities.
 - f. The need for special facilities (laboratory, studio, etc.) limits the size of the class.
 - g. The need for close personal supervision of the students by the instructor limits the size of the class (e.g., certain types of fine arts instruction, clinical teaching, etc.).
 - h. The course is an offering in a subject field which does not attract a large student clientele, but which nevertheless should be included among the instructional offerings of a major university because of its importance to scholarship.
2. If such a course on being offered for the third time fails to attain the minimum enrollment size after the second day of enrollment, it should not be offered during that term, and not be scheduled again until there is convincing evidence that it will meet the prescribed norm.
- C. Courses for which permanent exemption from the minimum sizes can be adequately justified under criteria f, g, and h above should be reported to the Vice President-Planning with the stated justification in each case.

III. PROCEDURE:

- A. Upon receipt of the DSIR 62XX report, the Chancellor's Office, Planning, Analysis and Budget Section, will review the report of those classes which have below minimum class size, will compare that data with data of the previous offering of each class, and will distribute a list of those classes which have fallen below the specified enrollment norm for two successive offerings to the appropriate deans and provost. (Interpretation instructions will also be included.)
- B. The addressees will review those classes in their area of responsibility, will discuss the classes with the department chairmen involved, and will prepare recommendations for elimination or continuation of each particular course, with justification for any recommended continuation. (Less frequent offerings of a class may eliminate the need for special consideration.)
- C. The deans/provost will forward their recommendations to the Academic Senate Committee on Undergraduate Courses or the Graduate Council as appropriate.
- D. The Committee on Undergraduate Courses and the Graduate Council will (a) review the list of classes which have had below minimum enrollments and the recommendations of the deans/provost, (b) determine whether continuation of the course is justified, and (c) forward their recommendations to the Vice Chancellor-Academic Affairs.
- E. The Vice Chancellor-Academic Affairs will review the list and the various recommendations and will make final determination

as to whether the class should be eliminated, not offered so frequently, or continued.

- F. The Chancellor's Office will prepare the Minimum Class Size Policy Report Form and will forward the report to the Office of the Vice President-Planning, with copies to the deans, provost, Graduate Council and the Committee on Undergraduate Courses and the Registrar.
- G. The Registrar will take appropriate action regarding the scheduling of the classes.

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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