



Memorandum for Record:

19 July 2024

**Subject:** Cancellation of courses with low enrollment.

**Discussion:** As we seek to maximize resources and increase efficiency, UTEP Connect will enforce the Small Class Policy published by the Office of the Provost and Vice President for Academic Affairs. Undergraduate courses must have a minimum of 10 students enrolled, and graduate courses must have a minimum of 5 students enrolled.

**Coordination:** To enforce the above policy, UTEP Connect will execute the following:

1. Two weeks before the start of the semester, UTEP Connect will identify classes with less than the minimum enrollment. If two classes are cross-listed, the total number will determine the class's enrollment.
2. Only organized courses will be evaluated. Independent study, independent research, individual lessons, clinical placements, internships, and similar non-organized courses are excluded.
3. UTEP Connect will consider the justifications to run a class with low enrollment classes outlined by the provost's office (see annex).
4. UTEP Connect will notify the respective department's chair of a low-enrollment class and ask them to cancel it. Extended University Business Center (EUBC) will be copied on the email.
5. EUBC will notify the respective business center to adjust the faculty appointment for the respective semester.

**Closing:** Although the academic department is responsible for canceling courses, the above procedures will enhance communications between business centers and academic departments while maximizing resources.

**POC:** Address all questions to the undersigned at [hmgonzales@utep.edu](mailto:hmgonzales@utep.edu) or (915) 747-8334.

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Annex:

Small Class Policy

Link: [https://www.utep.edu/provost/\\_files/docs/instruction/small-class-policy.pdf](https://www.utep.edu/provost/_files/docs/instruction/small-class-policy.pdf)