

## SEFS Course Enrollment Procedure and Guidelines

**Rationale:** As the School of Environmental and Forest Sciences (SEFS) grows, we want to ensure that our teaching efforts are balanced across the faculty, reach at least a minimum number of students, and our offerings are responsive to student demand. Therefore, enrollment averages for all regular (not independent study) courses will be examined at the end of each quarter, except for Summer, with the goal of making sure all courses are subscribed at a sustainable level. Courses that are offered 'with' or 'joint' will have the enrollments of both offerings added before averaging. It is also suggested to offer a 490, 491 or 590 'trial' course of a potential new course before adding it to the SEFS catalog.

### **Undergraduate Courses: Expected enrollment is an average of 13 students over the last three offerings**

When this number is not reached by the end of Period 1 registration, the following steps will be taken:

1. Instructor notification of low enrollment by the Faculty Chair.
2. Advertising of the course via email, flyers and related course visits by the instructor.
3. Consideration of withdrawing the course if enrollment does not increase by an agreed-to date w/instructor.
4. The following guidelines will be used by the Faculty Chair for course withdrawal:
  - a. CORE/REQUIRED ESRM or PSE courses  
Issue will be brought to SEFS curriculum Committee to examine how to increase overall student enrollment—since these courses cannot be withdrawn
  - b. OPTION ESRM or PSE courses  
Issue will be brought to the faculty leader in the option
  - c. ELECTIVE ESRM or PSE courses  
Issue will be brought to the SEFS Faculty Chair's office

### **Graduate Courses: Expected enrollment is an average of nine students over the last three offerings**

When this number is not reached by the end of Period 1 registration, the following steps will be taken:

1. Instructor notification of low enrollment by the Faculty Chair.
2. Advertising of the course via email, flyers and related course visits by the instructor.
3. Consideration of withdrawing the course if enrollment does not increase by an agreed-to date w/instructor.
4. The following guidelines will be used by the Faculty Chair for course withdrawal:
  - a. CORE/REQUIRED courses  
Issue will be brought to SEFS curriculum Committee to examine how to increase overall student enrollment—since these courses cannot be withdrawn
  - b. ELECTIVE courses  
Issue will be brought to the SEFS Faculty Chair's office