

UNIVERSITY OF WYOMING

Office of Academic Affairs

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To: Deans, Directors, and Department Heads
From: David Jones, VPAA
CC: Anne Alexander, Associate VPAA for Undergrad Education
Re: Class Size and Class Fill Rate Policies
Date: June 2, 2016

UW's minimum class sizes are governed by UW Regulation 6-400. These minimum sizes, and managing the fill rate of courses, help departments to develop course loads, schedules, and rotations that provide instructional capacity for critical high enrollment courses for their students. Below is an outline of UR 6-400, along with policies surrounding exceptions to minimum course sizes and fill rates of sections.

UW Regulation 6-400 applies to Fall and Spring semester courses that are "Group 1" – lecture, laboratory, discussion, seminar, recitation, and studios. It states, in part,

*When, for any fall or spring semester, the enrollment in a Group 1 class in a **course numbered 1000-4000 is less than ten students**, the head of the department offering the course must justify the offering for that enrollment period..... **Classes should not be offered at the 1000-4000 level for less than 5 students.***

When, for any fall or spring semester, the enrollment in a Group 1 class in a course number 5000 or 6000 is less than five students, the head of the department offering the course must justify the offering for that enrollment period.....

*Any **dual listed (4000/5000 level) Group 1 courses/sections with less than 10 total students and less than 5 graduate students** requires the department head or program director to provide written justification.....*

2% of all sections across UW will be allowed as exceptions justified to the Provost on a course-by-course basis. For multiple-section courses, **a minimum 85% fill rate per section** will be employed. If any section of a multiple-section course has fewer than 85% of its seats filled, sections should be combined.

For exceptions to UW Regulation 6-400 or to the fill rate policy,

(1) Department heads will provide justification for the low-enrollment courses to their Dean.

Justifications may include:

- a. Not offering the course will present documentable bottlenecks for a significant number of students' timely path the graduation
- b. The course is part of a program being phased out, and the final cadre of students must be taught out

- c. The program offering the course is building enrollments in a new program
- (2) If the Dean of the college does not concur with the justification, the course will be cancelled.
 - (3) If the Dean of the college concurs with the justification, they will provide that justification to the Provost.
 - (4) If the Provost concurs, the course may go ahead as planned. Otherwise, the course is cancelled.