

UW REGULATION 6-400

All-University Policy Governing Class Size

I. POLICY

The All-University policy governing class size reads as follows:

Undergraduate student courses have numbers at the 1000, 2000, 3000, and 4000-levels. Graduate student courses have numbers at the 5000 and 6000-levels. “Dual-listed” courses bear both the 4000 and the 5000-level numbers and can be taken by undergraduate (register for 4000-level number) and by graduate students (register for 5000-level number). “Stacked courses” occur in a few academic departments (e.g., Music) populated by common, nested skills-based classes. For example, students of a particular musical instrument will have different skill levels appropriate for courses at the 1000, 2000, 3000, 4000, and 5000-level. In a Stacked-class all of the students registered for the 1000 to 5000-level courses meet with the instructor for class instruction at the same time. Thus, the stacked course enrollment is the sum total of enrollments for all combined levels.

Undergraduate and graduate course are also classified into either group-instruction, or individualized-instruction. Group-instruction, or Group 1 classes include: Lecture, Laboratory, Discussion, Seminar, Recitation, and Studio. Individualized-instruction, or Group 2 classes include: Lesson, Internship, Clerkship, Practicum, Independent Study, Independent Research, Thesis Research, Dissertation Research, and Continuing Registration.

UW Regulation 6-400 only applies to Group 1 courses offered during the fall and spring semesters. Summer session is self-supporting, thus summer session class size policy is driven more by market and profit considerations at the individual department level.

- A.** 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 to the dean of the college in which the department is located. Should the dean of the college fail to concur in the justification, the class shall be cancelled. Classes should not be offered at the 1000 to 4000 level for less than five students.
- B.** When, for any fall or spring semester, the enrollment in a Group 1 class in a course numbered 5000 or 6000 is less than five students, the head of the department offering the course must justify the offering for that enrollment period to the dean of

the college in which the department is located. Should the dean of the college fail to concur in the justification, the class shall be cancelled.

- C. Any dual-listed Group 1 courses/sections with less than 10 total students **and** less than 5 graduate students require the Department Head or Program Director to provide written justification for offering the course/section during the upcoming semester. Should the college dean fail to concur in the justification, the class shall be cancelled.

Source:

University Regulation 400, Revision 1; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 5/13/15 Board of Trustees meeting