



ACADEMIC AFFAIRS GUIDELINES

Section 5:	Course Instruction and Delivery		
Title:	Fall/Spring Course Enrollment Strategy Guidelines		
Number (Current Format)	Number (Prior Format)	Date Last Revised	
5.7.A		08/2022	
Reference:	BOR Policy 2:35 – Course Enrollment Management Policy AAC Guideline 5.7 – Course Enrollment Management Guidelines AAC Guideline 5.7.B – Summer Course Enrollment Strategy Guidelines AAC Guideline 5.7.C – Course Enrollment Reporting Guidelines AAC Guideline 5.7.D – Course Enrollment Compliance Guidelines		
Related Form(s):			

1. Fall/Spring Enrollment Strategy

Course enrollment management enables the university to strengthen course offerings ensuring student success, academic quality, and financial health. BOR (Board of Regents) Policy 2:35 applies to all courses and academic units during the academic year (fall/spring). Each institution, while managing section size, should take into consideration careful planning, informed by enrollment histories and course rotations.

2. Objective

The strategy outlined has been designed to ensure academic quality and fiscal solvency for the institution.

3. Communication

The institution shall establish an appropriate framework and process for Course Enrollment Management to ensure the appropriate faculty and staff are aware of the process, institutional policy, practice and goals, and availability of the data, their role in the program review process, institutional goals for the program review, and future program review requirements.

4. Metrics Available

Several data metrics will be available in the APS (Academic Performance Solutions) System. While not intended to be an all-inclusive list, a few are inserted as examples.

1. Trend Analysis
2. Sections Size
3. Enrollments
4. Generated Student Credit Hours (SCH)
5. Maximum Capacity
6. Average Section Size

5. Fall/Spring Course Enrollment Procedures

This section serves as a guide to the institutions. In monitoring the sections, institutions may create institutional practices and procedures to add or cancel sections.

5.1. Monitoring Low Enrolled Sections

When class enrollments are low, classes may be subject to cancellation. Academic administration will work with their colleges/departments to gauge enrollment and cancellation needs. Each campus shall identify a practice to ensure the management of the sections do not fall outside the scope of the policy.

5.1.1. Undergraduate Sections (0-499)

Academic administration will evaluate per the Board Policy 2:35 prior to the start of term. Sections may be canceled after the start of term; however, the goal is to have cancellations completed prior to the start of term. The overall policy for undergraduate courses allows for a total of 18% of all sections to fall below ten students.

5.1.2. Entry Level Graduate Sections (500-699)

Academic administration will evaluate per the Board Policy 2:35 prior to the start of term. Sections may be canceled after the start of term; however, the goal is to have cancellations completed prior to the start of term. The overall policy for lower division graduate courses allows for a total of 25% of all sections to fall below seven students.

5.1.3. Upper Division Graduate Sections (700+)

Academic administration will evaluate per the Board Policy 2:35 prior to the start of term. Sections may be canceled after the start of term; however, the goal is to have cancellations completed prior to the start of term.

The overall policy for upper division graduate courses allows for a total of 50% for BHSU (Black Hills State University) and NSU (Northern State University) and 75% for DSU (Dakota State University), SDSMT (SD Mines), SDSU (South Dakota State University), and USD (University of South Dakota) of all sections to fall below four students.

5.2. Management of Section Cancellations

The following guidelines should be used by the institutions as they determine the course sections for which cancellation may occur.

- A. Enrollment of the students is not required for completion/graduation that term.
- B. Enrollments are unlikely to change over the next two weeks.
- C. Multi-Section courses exist where students can be registered.
- D. Another online common course across the Regental system exists and students may register for that course.

Prior to the add/drop period, academic administration will review the section enrollment reporting to identify if additional sections need to be canceled. In the event a class is

canceled, the home institution will attempt first to recommend another section. If one is needed for degree completion, the home institution can connect with a host institution to identify if a section would accommodate the need. If another section is available, the student enrolled would be notified of their options and be reassigned by the home campus.

5.3. Management Options for Faculty Reassignment

The following guideline shall be considered by the institutions as they determine section cancellation and impact to faculty workload.

- A. Reassign to teach different courses during the same semester,
- B. Shift assignment to meet the full assignment over the academic year,
- C. Assignment to curriculum development,
- D. Assignment to service,
- E. Assign to research, and
- F. Assign institutional priorities project.

6. Schedule

Course enrollment management shall be conducted each term. Effective September 2022 the course enrollment data will be available in the APS System.

SOURCE:

AAC August 2022.