

## **Low Course Enrolment**

Vice-President (Fredericton-Academic)

**Guideline**

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### **1.0 Purpose**

- 1.1 To balance academic requirements with fiscal prudence in the offering of courses.

### **2.0 Applicability**

- 2.1 Fredericton Campus
- 2.2 Applies primarily to undergraduate course sections offered by the Fredericton Campus including those offered through the College of Extended Learning.
- 2.3 Deans may elect to apply this rule to graduate course sections offered by the Fredericton Campus.

### **3.0 Definitions**

- 3.1 A course section is defined as one that is included in the timetable and is regularly scheduled. Co-op, independent studies, theses and practicum/internships are typically excluded from the definition of course section for the purposes of this rule.

### **4.0 Implementation**

- 4.1 Course sections shall not be offered with less than 10 course registrants without approval of the Dean and based on extenuating circumstances. This criterion is normally applied on the first day of class in each term. Faculties and departments are expected to review the online Timetable (available through My UNB e-Services) during the academic year in order to manage to this policy. In addition, RPB Team reports will be made available a week or more prior to the first day of class in each term so that Deans may review anticipated enrolments.
- 4.2 Stipend-supported course contracts must be offered “subject to minimum enrolment” indicating that the contract may be withdrawn should the target not be met.
- 4.3 Where it is proposed to offer a course section with less than 10 course registrants, the Faculty must first consider alternate models (e.g. offering the course in alternate years).
- 4.4 Contingency plans must consider both the students' potential requirement for individual courses (e.g. in order to graduate) as well as the ability to redeploy Faculty workload where course sections are cancelled due to low enrolment.
- 4.5 The RPB Team will provide historical reports (three-year history) to Deans with regard to section sizes immediately following the end of each term. The Dean must report to the Vice-President (Fredericton-Academic) areas where course sections have been offered with less than 10 course registrants. For each area, Deans will document the extenuating



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circumstances as well as their strategy to minimize/reduce the number of such sections in the future.

### **5.0 Interpretation and Questions**

- 5.1 The Vice-President (Fredericton-Academic) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to [budgethelp@unb.ca](mailto:budgethelp@unb.ca).