

CIAS Minimum Class Size Targets

CIAS has established guidelines for low enrollment courses as listed in the table below. Course enrollments that do not meet the minimums by week 15 (week 9 for summer) of the previous term should be reviewed and if appropriate cancelled. The procedure for cancellation can be found in Appendix A of this document. The minimum class enrollments for CIAS are informed by the RIT *Guidelines for Minimum Class Size Targets ver. October 4, 2011* (https://www.rit.edu/~w-drupal/sites/rit.edu.provost/files/minimum_class_guidelines_20111004.pdf)

| Class Type | CIAS Minimum | RIT Minimum |
|-----------------------------|---------------------|--------------------|
| Undergraduate 100 Level | 10 | 16 |
| Undergraduate 200-300 Level | 10 | 12 |
| Undergraduate 400-500 Level | 8 | 8 |
| Graduate | 5 | 6 |

Note: Any courses with zero enrollments will be included on the CIAS low enrollment list.

Exceptions to established CIAS class minimums:

- Courses that require a small class size (e.g. independent study, thesis project, etc.) – these course will not show up on the CIAS low enrollment listing.
- Cross listed (undergrad and grad) courses with a combined enrollment of 8; these courses will not show up on the CIAS low enrollment listing. If one of the cross listed courses meets the minimum and the other has zero enrollment the zero enrollment course will be cancelled.
- Required core single section courses.
- Situations where cancelling a class will impact student's progress toward graduation (e.g. a required core course or elective that is not offered each year) - in these cases if the decision is to offer the course, the Administrative Chair should notify the Scheduling Officer.

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