SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Course Enrollment Management Policy

NUMBER: 2.4.4

A. PURPOSE

The University system plans course scheduling according to projected enrollment and seeks to optimize faculty resources throughout the course offerings. The Course Enrollment Management Policy serves to provide direction with respect to the course schedule. Courses should be scheduled to ensure maximum enrollment and student accessibility. Course enrollment looks to coordinate section size by understanding class capacity, section enrollment and the course rotation scheduling.

This policy applies to all courses and academic units during the academic year (fall/spring and summer). Each university while managing section size should take into consideration careful planning, informed by enrollment histories and course rotations.

B. DEFINITIONS

1. **Census Enrollment:** The number of students enrolled as of the census date within the academic calendar.

2. **Census Enrollment Reporting Date:** The date identified for reporting to the Board of Regents as outlined in BOR Policy 2.11.1.

3. **Classroom Capacity:** The maximum physical seating capacity a section may need due to academic quality, academic activity and needs of the section.

4. **Collaborative Sections:** Where two or more sections exist and are at more than one campus. Students enroll at their home campus section and the section is combined with another host campus (i.e., DSU Home Campus and SDSU Host Campus collaborating across sections).

5. **Course:** A course has a unique subject and course number which can be a common system course or unique university course (e.g., ENGL 101 [Subject English, Number 101]).

6. **Cross-Listed Sections:** Where two or more course sections exist for student registration; yet the sections are taught as one by the same instructor.

7. **Home Campus:** A student's primary campus based on their program of study and admissions to the campus.

8. **Host Campus:** A campus that a student could attend secondarily to their home campus for courses not taught by the home campus.

9. **Multi-Section Courses:** Where many sections of a course exist at different times, locations, and instructional methods (i.e., English 101 CRN 82139 Face-to-Face, 82140 Online, and 82141 Hybrid).

10. **Reduced Capacity:** When a classroom has a reduced capacity due to outside variables (e.g., pandemic).

11. **Section:** A specific offering of a course in a term which is assigned into one or more sections. The section has a unique number assigned that denotes the day, time, location, and instructor teaching the course (e.g., ENGL 101 CRN 82139, MWF 9:00-9:50 AM, Building Administration Room 100). This section is available and viewable for registration by students.

12. **Section Enrollment:** The number of students enrolled in a section.

13. **Section Rotation:** The planned schedule outlining when course selections will be offered to students. Not all courses are delivered every term and may be scheduled as needed. Typically, the section rotation ensuring students graduate within the expected timeframe to the degree they are seeking (e.g., four-year, two-year, etc.).

14. **Section Enrollment Grouping:** A group of sections categorized by enrollment size.

15. **Student Credit Hours (SCH):** The number of enrolled students multiplied by the credit hours per section.

C. <u>POLICY STATEMENTS</u>

1. Board of Regents Policy 1.1.1, 1.1.2 and SDCL § 13-49 through § 13-53 provides the authority to govern academic programming.

2. The Board of Regents governs the policy for Course Enrollment Management.

3. The university manages the process on course enrollment management.

4. This policy applies to all undergraduate, graduate, and professional courses that are assigned workload during the fall and spring semesters.

5. The summer academic term will be managed separately by the university with a financial model to ensure financial health. This model will be provided to the Board of Regents Academic staff.

6. The Board of Regents will manage the reporting tool and data metrics for the universities.

7. Managing course enrollment includes the addition of course sections, cancelation of course sections, course rotation scheduling, and classroom capacity by the university.

8. The Board of Regents will establish section size grouping for which the university must manage section enrollment and report section enrollment.

   - Undergraduate Section Size Grouping include (Course Numbers 0-499): 1, 2-9, 10-19, 20-29, 30-39, 40-49, 50-99, and 99+.

   - Lower Division Graduate Section Size Grouping (Course Numbers 500-699) include: 1, 2-6, 7-12, 13-19, 20-39, and 40+.

- Upper Division Graduate Section Size Grouping (Course Numbers 700+) include: 1, 2-3, 4-7, 8-15, 16-39, and 40+.

9. There will be no section exceptions to the enrollment management policy.

10. The university will review their section enrollment data and section offerings to remain within the thresholds identified in BOR Policy 2.4.4, Section D.

D. COURSE SECTION ENROLLMENT

1. Undergraduate Fall/Spring Academic Term Section Enrollment

The undergraduate groupings include various section sizes. The policy of the Board of Regents requires that the total percentage of sections for course enrollments of less than 10 (groups 1, 2-9) must remain at or less than 18% of total sections for that university.

Section Enrollment Grouping

- Enrollment 1 Student
- Enrollment 2-9 Students   *Maximum of 18% of all Sections
- Enrollment 10-19 Students
- Enrollment 20-29 Students
- Enrollment 30-39 Students
- Enrollment 40-49 Students
- Enrollment 50-99 Students
- Enrollment greater than 99 Students   *Minimum of 82% of all Sections

2. Graduate Fall/Spring Academic Term Section Enrollment

The graduate groupings include various section sizes based upon lower and upper division course work.

2.1. Lower Division Graduate Courses (500-699):
The total percentage of sections for course enrollments of less than 7 (1, 2-6) must remain at or less than 25% of total sections for that university.

Section Enrollment Grouping

- Enrollment 1 Student
- Enrollment 2-6 Students   *Maximum of 25% of all Sections
- Enrollment 7-12 Students
- Enrollment 13-19 Students
- Enrollment 20-39 Students
- Enrollment greater than 40 Students   *Minimum of 75% of all Sections

2.2. Upper Division Graduate Courses (700+):

    2.2.1   Regional Institutions:

        The total percentage of sections for course enrollments that are less than four (4) must remain at or less than 50% of total sections for that university.

    2.2.2   Specialty Institutions:

        The total percentage of sections for course enrollments that are less than four (4) must remain at or less than 75% of total sections for that university.

    2.2.3   Research Institutions:

        The total percentage of sections for course enrollments that are less than four (4) must remain at or less than 75% of total sections for that university.

E. **COURSE SECTION MANAGEMENT**

To manage this policy, university academic leadership should evaluate the distribution of sections by size with the distribution of students. There may be a need to evaluate section needs and growth or reduction of sections.

Special attention should be focused on sections, student generated hours, trends within the term or over terms, as well as the rotation scheduling. There may be a need to collaborate within the university or within the system to reduce low-enrolled sections or increase access to sections.

See AAC Guidelines for additional guidance.

1. **Adding Sections**

It may be critical to add additional sections based on enrollment in the program(s). The university should review enrollment trends and the section rotation to determine the need to add sections.

2. **Canceling Sections**

Universities may need to cancel sections in order to adhere to enrollment percentages identified in section BOR Policy 2:35 Section D (Course Section Enrollment). The key to course enrollment management at the university will be to determine which low enrollment courses to retain to ensure students are able to graduate on time.

In addition to cancelation, the university should work with other host campuses to collaborate and collapse low enrolled sections. Care should be taken to ensure students can enroll in alternative sections.

3. **Section Capacity Management**

Universities should evaluate their section and classroom capacity to determine if the sections/rooms are appropriately scheduled for the academic need. The course enrollment management report should be utilized during the term to review and at the end of each academic Fall/Spring. Trends can be reviewed to determine if updating section and enrollment capacity will assist in normalizing section enrollments.

4. **Section Rotation Scheduling**

Universities should evaluate their section rotation to determine if the sections are appropriately scheduled. Typically, courses/sections are scheduled to meet the expected timeframe to complete the program of study. The section rotation reporting should be utilized to determine if updating the section rotation will assist in normalizing section enrollments.

5. **Section Monitoring**

Academic leadership should monitor enrollment trends to determine if any sections are canceled repeatedly. If such sections are identified, academic leadership should work with the academic programs to reduce the frequency with which those courses are offered, to modify or suspend programs where this is chronic low enrollment, and/or to reduce the number of sections offered to match the demand more accurately for the course.

Enrollment patterns in all programs will be periodically reviewed by the Provost's Office as part of ongoing program review procedures. A program that finds it necessary to regularly schedule and offer low enrollment courses may have insufficient demand for the program.

F. **SUMMER ACADEMIC TERM**

This policy applies to all students taking courses during the summer academic term. Summer shall be separate and distinct from fall and spring because of the funding nature. Therefore, each university will manage their summer term to ensure the section offerings meet the university guidelines. Universities will review their section enrollment data and section offerings to reduce sections that do not meet the thresholds identified by the university. AAC Guidelines will provide additional information on summer term.

G. **REPORTING MANAGEMENT**

1. **Reporting/Dashboard Solution**

An online dashboard will be provided for each university managed by the Board of Regents.

This dashboard will provide a view of live section enrollment across the entire term by section enrollment grouping. The grouping will include all sections, with no exceptions. Cross-listed sections will be incorporated into the group with the combined enrollments.

Universities will be able to evaluate the following:

- Sections by section enrollment grouping

- Enrollments

- Generated student credit hours (SCH)

- Maximum capacity

- Average section size

Trend data shall be available from prior academic terms and or academic years (fall/spring). Summer will be excluded from reporting in the academic year.

See AAC Guidelines for additional guidance.

2. <u>Annual Reporting</u>

An annual report shall be provided to the Board of Regents at their June BOR meeting by BOR Academic Staff. This report will provide a summary of the enrollment trends for the academic year (fall/spring) and outline success of meeting the thresholds identified in BOR Policy 2.4.4, Section D.

H. <u>NON-COMPLIANCE</u>

Universities out of compliance with this policy will not receive approval for future new academic program proposals under BOR Policy 2.3.2 until compliance is attained. See AAC Guideline for additional guidance on policy.

FORMS / APPENDICES:

None

SOURCE:

BOR March 2022; October 2023 (Clerical).