ACADEMIC AFFAIRS GUIDELINES	

Section 2.4	Academic Curricula
Title:	Course Enrollment Management Guidelines

Number (Current Format)	Number (Prior Format)	Date Last Revised
2.4.4.A	5.7	08/2022

Reference:	BOR Policy 2.4.4 – Course Enrollment Management Policy
	AAC Guideline 2.4.4.A(1) – Fall/Spring Course Enrollment Strategy Guidelines
	AAC Guideline 2.4.4.A(2) – Summer Course Enrollment Strategy Guidelines
	AAC Guideline 2.4.4.A(3) – Course Enrollment Reporting Guidelines
	AAC Guideline 2.4.4.A(4) – Course Enrollment Compliance Guidelines
Related Form(s):	

1. **Purpose**

   Course enrollment management enables the university to strengthen course offerings bolstering student success, academic quality, and financial health. BOR Policy 2.4.4 applies to all courses and academic units during the academic year (fall/spring and summer).

   The institutions should review the following factors as they manage course enrollment: academic capacity, academic quality, instructional method/delivery, and any other accreditation or classroom safety need. In addition, the institutions should review student completion as one of the deciding factors when reviewing class enrollment.

2. **Governance**

   The responsibility for Course Enrollment Management rests primarily with the deans, department heads, and the Provost and Academic Vice President. The Board of Regents requires that the universities conduct course evaluation each fall and spring term. Each campus will implement a summer term evaluation process managing the resource allocation and section size requirements.

3. **Definitions**

   3.1. **Academic Administration**: Defined by the institution as the academic leader (dean, department head, etc.) responsible for managing course enrollment at the college level.

   3.2. **Academic Capacity**: This is the optimum size of an academic class based on the academic needs and quality requirements for course delivery.

   3.3. **Academic Performance Solutions (APS):** APS is a system reporting solution utilizing our student information system data and displaying utilizing visualizations.

   3.4. **Board of Regents:** Defined as the constitutional body responsible for governing the Unified System of Public Higher Education in South Dakota, which encompasses its supervision, coordination, management, and regulation. Board of Regents Policy 1.1.1,

1.1.2 and SDCL§13-49 through §13-53 provides the authority to govern academic programming.

3.5. **Course Description:** Each course has a numeric value depicting the level of the course.

    3.5.1. Remedial/Preparatory Courses 000-099

    3.5.2. Lower Division Undergraduate Courses 100-299

    3.5.3. Upper Division Undergraduate Courses 300-499

    3.5.4. Entry Level Graduate Courses 500-699

    3.5.5. Upper Division Graduate Courses 700-899

3.6. **Course Enrollment Capacity:** This is the ideal maximum number of students allowed to enroll into a section of a course. The number of student seats available and assigned to the section has been derived from best practices, research with respect to the discipline and the academic capacity requirements.

3.7. **Cross-Listed Reporting**: A cross-listed section occurs where a faculty member is the instructor of two sections titled differently that may cross disciplines or departments and are taught together. These sections have the same content in which the students should expect the same or similar experience.

3.8. **Fiscal Solvency:** This is the point at which the revenues generated meet or exceed associated expenditures. This may apply to individual courses, programs, services, and/or the institution.

3.9. **Guaranteed Courses:** Defined as courses that are guaranteed to be offered by the College and/or Department, regardless of the course's fiscal solvency.

3.10. **Institution:** One of the six (6) South Dakota Regental universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and University of South Dakota.

3.11. **Non-Standard Term:** This is a term that does not follow the standard start and end academic calendar dates. Therefore, the end of the drop and add period for non-standard fall or spring term shall be the date the first 10 percent of instruction ends or the day (not including Saturday, Sunday, or holidays) following the first-class meeting, whichever is later. Student registrations can only be added to courses after the end of the drop and add period by approval of the chief academic officer of the university.

3.12. **Standard Term**: A standard term follows the normal academic beginning and ending dates. Therefore, the end of the drop and add period for standard courses offered in a semester shall be the end of the seventh-class day or the day (not including Saturday, Sunday, or holidays) following the first-class meeting, whichever is later. Student registrations can only be added to courses after the end of the drop and add period by approval of the chief academic officer of the university.

4. Maintenance of Course Enrollment Capacity

Maximum enrollment size should consider the facility, faculty member needs, and the academic quality for optimizing teaching and learning conditions. Academic administration or

designee should evaluate the section capacity report to audit student information system for accuracy on the section reflecting academic capacity.

5. **Course Schedule Rotation**

Academic administration, in consultation with the faculty, is responsible for the preparation of the official schedule of classes and teaching assignments. This schedule rotation should consider the four-year period to complete the plan associated with the program.

The student information system will provide a listing of the course catalog to include the following: courses to be offered, hours, room assignments, and, if known, instructors for each section. The class catalog is available to the faculty and students prior to each enrollment period.

The Board of Regents student information systems holds all the course catalog information in coordination with BOR policy and guidelines and program and curriculum approval. Campuses should ensure that the schedule of classes is distributed throughout the day and the week so that classroom availability is optimized.

Academic administration should evaluate the history and trend of the course section size to that of the course rotation history reporting to determine if the rotation of courses is accurate for the term and the academic year.

6. **Management of Course Enrollment**

To learn more about the specific strategy, select the section guideline.

5.7.A – Fall/Spring Course Enrollment Strategy

5.7.B – Summer Course Enrollment Strategy

5.7.C – Course Enrollment Reporting

5.7.D – Course Enrollment Compliance

7. **Communication**

The institution shall establish an appropriate framework and process for the Course Enrollment Management timeline appropriate for each institution.

8. **Reporting**

The Board of Regents academic staff will utilize academic performance solutions to provide standardized vital data visualizations for academic leadership at each institution. The visualizations can be used daily, weekly, monthly, annually, and over a period of years for trend analysis.

9. **Implementation/Transition of Guideline**

The guidelines associated with Course Enrollment Management, approved March 2022, will be in effect September 1, 2022. A pilot will be in effect from Fall 2022 through Spring 2023. A full report regarding the pilot will be provided to the Board of Regents at their August Retreat 2023. Academic Performance Solutions will be effective September 2022.

SOURCE:

AAC August 2022.