

WESTERN MICHIGAN UNIVERSITY



Office of the Provost
and Vice President for Academic Affairs

To: Provost's Council
From: Dr. Tim Greene, Provost and Vice President for Academic Affairs
Date: April 19, 2011
Subject: Course Enrollment Policy

A handwritten signature in blue ink, appearing to read 'T. Greene', is positioned to the right of the distribution list.

Dear Colleagues:

The members of the Provost's Council voted unanimously to accept the following policy regarding Course Enrollment:

"During the academic year (September – April) undergraduate courses (non-laboratory or recitation) will have as a minimum 20 students enrolled as of the census date. Graduate courses (5000-level and above) will have as a minimum 10 students enrolled as of the census date. Exceptions to these minima must be requested by the unit to the dean of the college, and be approved by the dean. The required course minima is not applicable to EUP courses. The Office of Academic Affairs will audit each college's course offerings with enrollment below the minima."

c: J. Dunn, President
Senior Leadership Team