

GUIDELINES ON COURSE DELIVERY MODIFICATIONS AND CANCELLATIONS

This document provides guidelines for departments and colleges regarding making modifications to course offerings as they appear in the course scheduling system. This can include, but is not limited to, changing the manner or time in which a course is taught or cancelling a course for low enrollment. The need for these guidelines arises from our continuing commitment to student success and progress towards degree, balanced against State requirements for accountability and efficiency in higher education.

- *Procedures for course modifications and cancellations are effective immediately, and will be followed for Summer 2026 and beyond.*

COURSE DELIVERY MODIFICATIONS

A faculty or staff member is not permitted change the manner of how, when, and where a course is to be delivered from what is reported in in the course scheduling system without the written consent of the department chair or school director. This includes any change in modality or any modifications of class meeting days and times. Additionally, a faculty member is not permitted to change the course cap without the written permission of the department chair or director. Faculty who make such changes without the consent of the chair or director may have their actions reversed and disciplinary action may be taken.

In rare occasions, a department chair or school director may request permission from the dean and the provost's office to make changes in how, when, or where a course is being offered if an unforeseen change in the instructor necessitates making the requested change to allow the course to continue to be offered so that there is the least possible disruption on students. Additionally, such requests may be made to the provost's office during a term if some kind of faculty emergency necessitates facilitating class coverage to allow students to complete the course.

ENROLLMENT MINIMA

State of Ohio legislation on efficiency and affordability in higher education mandates that each state institution develop and implement enrollment minima for all courses; all courses that fall under the threshold for two consecutive semesters must be reviewed by the Board of Trustees.

The Provost's Office has reviewed current practices at Cleveland State University and has established the following "minimum enrollment standards." These minima are:

Fall, Spring, and Summer Terms:

100/200-level class: 20

300/400-level class: 15

Master's-level class: 10

Doctoral-level class: 5

Affected courses and exceptions:

The above minima apply to regularly scheduled classroom instruction, including lectures, discussion, and seminars. The above minima do not apply to labs; studio courses; tutorials; independent studies; internships; clinicals; practicums; thesis; or doctoral research or dissertation.

Cross-listed courses:

Enrollment minima in cross-listed courses will be determined based on the *combined* enrollment, using the minima for the course with the highest course number.

Programs will be asked to review all classes that do not meet these minima prior to the start of each term. In cases where a course has low enrollment, but where cancellation would cause students to be delayed significantly in their progress towards graduation or where other circumstances justify its maintenance, programs may make a request to their Dean's office to allow the course to run despite low enrollment. Courses should be cancelled for low enrollment two weeks prior to the start of any term so that students can make other arrangements prior to the start of the term.

In all cases, units that cancel courses should work with scheduling to make every effort to contact students who are displaced by course cancellations and to accommodate those students in other classes and otherwise ensure that they remain on track to graduate on time.

COURSE CANCELLATIONS

Departments should carefully review schedules to ensure that date, time, and instructor information are as accurate as possible **prior** to the start of enrollment. ***Once course schedules have been opened up for registration, all schedule changes or cancellations must be carefully evaluated in order to minimize negative impact on students.*** Consideration should be given to the timing in relation to the start of the semester, the number of students enrolled; and the rationale.

- 1. After registration begins, up until 6 weeks prior to the start of the term:**
 - a. Cancellations or significant schedule changes (different day or time) for any enrolled classes requires approval of the College Dean and the Vice Provost for Academic Programs
 - b. An explanation of why the change/cancellation must be provided.
 - c. If the request is approved, all students in the class must be contacted via their CSU email address and directed to an alternative.

- 2. 6 weeks prior to the start of the term, up to 2 weeks prior to the start:**
 - a. Prior to each semester, the University Registrar will notify departments of the dates for reviewing course enrollments and dates for cancellations. During this time period all courses should be carefully reviewed.
 - b. Courses that are *under-enrolled* based on the minima outlined above should be evaluated to determine the impact on student progress towards degree if the course is cancelled.
 - c. Requests to allow low enrolled courses to be offered must be approved by

the Dean's Office; courses that do not meet enrollment minima and are not essential to degree progress should be cancelled.

- d. If a course is to be cancelled, all students in the class must be personally contacted by the department and directed to an alternative.

3. Two weeks or less before the start of the term:

- a. Any requests for schedule changes or cancellations during the last 2 weeks prior to the semester, or during the first week of classes, must be approved by both the College Dean and the Vice Provost for Academic Programs.
- b. Schedule changes or cancellations during this time frame will be approved only in rare situations.
- c. If a course is to be cancelled, all students in the class must be personally contacted and directed to an alternative.

Programs and Deans' offices should monitor low enrollment courses to determine if any courses are cancelled repeatedly. If such classes are identified, Dean's Offices should work with programs to reduce the frequency with which those courses are offered, to modify or suspend programs where this is a problem, and/or to reduce the number of sections offered to more accurately match the demand for the course.

Enrollment patterns in all programs will be periodically reviewed by the Provost's Office as part of ongoing program prioritization. A program that finds it necessary to regularly schedule and offer low enrollment courses suggests that there is insufficient demand for the program, so that the program may be re-evaluated.