

**Faculty of Health Professions
Dalhousie University**

**Policy on Minimum Enrolment for FHP Courses and Programs
Last Updated January 2017**

In January 2010, Faculty Council approved a set of guidelines for minimum enrollments in courses offered in the Faculty of Health Professions. School/College Directors have suggested that these guidelines (which have been modified slightly) be strengthened by promulgating them as a Faculty policy. The Management Advisory Committee has reviewed and agreed with this policy document.

The Faculty recognizes that the Clinical Vision Science program and the QEII/Dalhousie School of Health Sciences programs were established with the clear understanding that program and course enrollments would be low. These low enrolments are reflected in the separate funding for the programs from the Government of Nova Scotia and in the workload determinations of faculty associated with them.

Many of our programs offer courses, required or elective, that have low enrollments for a variety of reasons. When responsibility for teaching such courses is included in the workload assignments of faculty in the respective Schools/College, issues about the effective and efficient use of Faculty resources come to the fore. It is the responsibility of School/College Directors to make decisions about when to offer or not offer, or when to cancel, courses with low enrolments. This policy is intended to facilitate those deliberations by setting boundaries.

Courses that are part of *undergraduate programs*:

- Undergraduate courses, listed in the calendar, elective or required, with fewer than 12 registrants will not normally be offered in the Faculty.
- When the Director deems it prudent to offer an undergraduate *elective* course that is anticipated to have fewer than 12 but more than 4 registrants, no more than one such course will be offered or taught in the School/College in a given academic year with usual faculty workload credit, and the course will not be offered again without at least a one academic year lapse. A course offered with 4 or fewer registrants will be treated as if it were a Directed Readings course. An undergraduate course with between 2 and 4 registrants will count as 1% and an undergraduate course with fewer than 2 registrants will not count toward workload in the formal workload of a faculty member.
- A required undergraduate course, listed in the calendar, with fewer than 12 but more than 4 registrants may be offered for up to two consecutive years with usual workload credit after which it will be removed from the calendar with the content incorporated into other courses or other parts of the curriculum as deemed appropriate by the School/College. A course offered with 4 or fewer registrants will be treated as if it were a Directed Readings course. An undergraduate course with between 2 and 4 registrants will count as 1% and an undergraduate course with fewer than 2 registrants will not count toward workload in the formal workload of a faculty member.
- When a course is cancelled due to low enrollment, a reassignment of workload for the faculty member of record will follow in the current or following academic year.

If the course was to have been taught by a part-time faculty member, the contract will be cancelled in accordance with provisions in the CUPE Collective Agreement (Article 14.10b).

Courses that are part of *graduate programs*:

- Graduate courses, listed in the calendar, elective or required, with fewer registrants than 50% of the average number of annual admissions to the School/College's graduate program, or with fewer than 6 registrants, whichever is less, will not normally be offered in the Faculty.
- When the Director deems it prudent to offer a graduate elective course that is listed in the calendar and is anticipated to have fewer registrants than 50% of the usual number of annual admissions to the School/College's graduate program which the course is part of, or with fewer than 6 registrants, whichever is less, no more than one such course will be offered or taught in the School/College in a given academic year with workload credit and the course will not be offered again without at least a one year lapse. A graduate course with 3 or fewer registrants will be treated as if it were a Directed Readings course and assigned a small nominal teaching load credit of 1% in the formal workload of a faculty member.
- A required graduate course that is listed in the calendar with fewer registrants than 50% of the usual number of annual admissions to the School/College's graduate program which the course is part of, or with fewer than 6 registrants, whichever is less, may be offered for up to two consecutive years with workload credit after which it will be removed from the calendar with the content incorporated into other courses or other parts of the curriculum as deemed appropriate by the School/College. A graduate course with 3 or fewer registrants will be treated as if it were a Directed Readings course and assigned a small nominal teaching load credit of 1% in the formal workload of a faculty member.
- Having to cancel courses due to low enrollment will be a signal that calls into question the viability and sustainability of a degree program. In such a circumstance, the Director and Dean will consider options for dealing with the matter both immediately and in the longer term and bring a recommendation to Faculty Council.
- When a course is cancelled due to low enrollment, a reassignment of workload for the faculty member of record will follow in the current or following academic year. If the course was to have been taught by a part-time faculty member, the contract will be cancelled in accordance with provisions in the CUPE Collective Agreement (Article 14.10b).

Approved by Faculty Council, April 2011

Revised and approved by Faculty Council, January 2017