Policies & Procedures for Employees

Policy Title: Enrollments

Responsible Division: Instructional Services

Date Approved: April 2001

1. In order to establish appropriate class sizes for classes and programs to ensure effective and efficient college operation, the following factors shall be considered:
   - student needs
   - certification requirements
   - course/subject matter
   - time and location
   - facilities
   - special equipment
   - funding resources
   - economic feasibility

2. Curriculum Programs
   a. The enrollment levels in a curriculum program are monitored by the Program Coordinator, Division Chair, and the Vice President for Instructional Services. When an enrollment level declines significantly (or fails to develop as forecast) or becomes excessively large, an analysis of available information and data will be utilized to determine a plan of action.
b. Program enrollment is defined as the annual unduplicated headcount enrollment in a curriculum program.

b. Enrollment is measured by the number of individuals enrolled in a given curriculum program, with enrollment meaning the student was enrolled as of the census date. In cases where a program is offered at various levels (certificate, diploma, associate degree) or at specific concentration levels, the enrollment figures shall be aggregated as if it were one program.

d. Curriculum registration data are submitted to the North Carolina Community College System Office by SCC at the end of each semester.

e. The current fixed standard of an average of 10 students over a three-year period is a minimum standard for program viability.