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| SOUTHWESTERN COMMUNITY COLLEGE | INSTRUCTIONAL COURSE and PROGRAM ENROLLMENT LEVELS | Policy 5.01.03 |
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I. ENROLLMENT CONSIDERATIONS

In order to establish appropriate class sizes for classes and programs to ensure effective and efficient College operation, the following factors shall be considered:

1. Student needs
2. Certification requirements
3. Course/subject matter
4. Time and location
5. Facilities
6. Special equipment
7. Funding resources
8. Economic feasibility

II. CURRICULUM PROGRAMS

1. The program coordinator, department chair, dean, and Executive Vice President for Instruction and Student Services shall monitor enrollment levels in curriculum programs. When an enrollment level declines significantly, fails to develop as forecasted or becomes excessively large, an analysis of available information and data will be utilized to determine a plan of action.
2. Program enrollment is defined as the annual unduplicated headcount enrollment in a curriculum program.
3. 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 (1) program.
4. Curriculum registration data are submitted to the North Carolina Community College System Office by the College at the end of each semester.
5. An average of ten (10) students enrolled in the program over a three (3) year period is a minimum standard for program viability.

Adopted:

Revised: January 27, 2015
March 2022