

UAM OPERATING PROCEDURE 420.3

NUMBER OF CLASS DAYS AND MINIMUM ENROLLMENT STANDARDS

For both academic and economic reasons, the University will discontinue offering classes that do not have a minimum enrollment as specified by the Board of Trustees. Classes will be discontinued if enrollment is not at least the following:

Spring and Fall Semesters		Summer Semesters	
Undergraduate	10	Undergraduate	10
Graduate	6	Graduate	6

Exceptions to the above minimum class sizes may be authorized by the Provost/Vice Chancellor for Academic Affairs or the Vice Chancellors of the Colleges of Technology upon written justification from the unit head. The academic unit head is responsible for notifying all enrolled students when a class is canceled.

Exception to the minimum class size may be given without justification for the following:

Directed Reading	Labs with limited space	Special Problems
Field Studies	Portfolio	Special Projects
Honors	Practicum	Special Topics
Independent Study	Private Lessons	Student Teaching
Internship	Research	Thesis

The number of class days should be equal to 75 days or 15 class weeks, or 45 fifty-minute classes of instruction for three credit hours each regular semester. The minimum instructional time is 750 minutes per credit hour. Class meeting times are developed by the academic unit with consideration given to the master schedule of the campus. All class schedules are approved by the Provost/Vice Chancellor for Academic Affairs before being published.

Revised: May 21, 2024

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Revised: July 1, 2011

Revised: November 2005

April 1, 1981