

To: Department Chairs and Program Directors
From: Marci Sortor, Provost and Dean of the College; Mary Cisar, Registrar
Subject: **Class/Lab Guidelines for Fall Semester and Spring Semester 2012–13**
Date: December 7, 2011

In keeping with our ongoing efforts to manage our staffing and classroom resources as effectively as possible, the dean of the college, the associate deans and the registrar will implement the following guidelines for first and second semesters of the academic year 2012–13 in regard to course maximums in the class and lab schedule and to course enrollment minimums following registration periods.

The minimum enrollment guideline has been in force at St. Olaf on and off over the course of the past 25 years; the maximum guideline is aimed at deploying our staffing and classrooms more effectively. Exceptions to these guidelines will require joint approval by the associate dean and registrar, after consultation with the department chair or program director.

COURSE MAXIMUMS:

For the February 13 draft of the 2012–13 class and lab schedule, course maximums may be set at 18 or within one of the following limits: (i) 30–48, or (ii) 60 or above; within the last two alternatives, chairs and directors may choose any number within the range provided. These available alternatives apply to all course levels.

The members of the Dean’s Council are aware of a variety of circumstances that will justify exceptions to these guidelines. Department chairs and program directors are encouraged to discuss the rationale for requests for exceptions with their associate dean.

MINIMUM ENROLLMENT:

Minimum enrollment (for courses to be offered):

- Level I: 10
- Level II: 8
- Level III: 6

Following each registration period, the registrar will notify the appropriate department chair/program director and associate dean of any course that has not met its minimum enrollment as of six weeks in advance of the first day of the semester. These low-enrollment courses will be automatically cancelled five weeks before the first day of the semester unless the appropriate associate dean and the registrar determine, in consultation with the department chair or program director, that the course should be offered.