

Enrollment Distribution Reports

The Small-Class Report distributed by Enrollment Services identifies *all* organized classes (but not classes for individual study) which do not meet the minimum enrollment levels of 14 students in lower division classes, 10 students in upper division classes, and 5 students in graduate and law classes. This report, along with class status reports and data on majors and graduates, should provide the basis for an annual review by department chairpersons and deans of enrollment distributions in the college or school. Review of class size and enrollment distribution and trends should be focused on all classes, not just those identified by Universitywide Memorandum 640.1.

Each year, following the review of enrollments for each term, an enrollment distribution report (narrative) is to be submitted by each dean (except for the dean of the School of Law) to the provost. This report will identify areas of concern and trends in class size, enrollment, and graduation rates in the college or school, including an identification of programs and departments in which significant proportions of organized classes do not meet the standards or in which the numbers of majors or graduates is low. Summer enrollments should be a particular focus. The report will also identify plans and strategies for raising class and program sizes to acceptable levels and define those levels for the college or school. For programs in which the major is sub-divided into areas of concentration, there should be a pattern of enrollment (including majors and graduates) sufficient to support the number of concentration areas identified.

The annual report is due July 15 or by the first working day thereafter.