

ACADEMIC_Enrollment Limits in Programs/Courses Policy_ 030

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Purpose

The purpose of this document is to define the guidelines upon which Departments should offer courses to safeguard against low enrolment as part of the need to rationalize resources.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees

Policy Description

Qatar University seeks to ensure that resources are used efficiently in addition to safeguarding student progression within their degree. On this basis, there is a need to ensure that courses are offered within a framework which seeks to meet both needs. The purpose of this policy is therefore to establish guidelines upon which course are offered.

Definitions

Major	A major is a curriculum component of an academic program intended to provide in-depth study in a discipline or a professional field of study.
Minor	A curriculum component of an academic program intended to provide a limited depth and/or breadth study in a discipline or a professional field of study.
Concentration	A concentration is a focused component of a major that creates a curriculum emphasis within the major.
Elective Courses	These are courses in a package of which a specified number should be selected from as options. Such courses are offered for a Major, Minor or Concentration.
Service Courses	These are courses provided by academic unit to a study plan offered by another unit within the University. Such courses are offered for a Major, Minor or Concentration.
Required Courses	Courses must be completed within a Major, Concentration or Minor.
Lower Division Courses	Courses designed primarily for freshman and sophomore level students. These courses are typically 100 and 200 level courses.

General Policy Statements

1. Safeguarding against low enrollment requires an alignment with student admission rates to a major in order to ensure a satisfactory number of students are enrolled each academic year.
2. Good planning and early intervention are critical tools to be used in setting enrollment limits.
3. Course minimum enrollment shall follow the Class Scheduling Policy and Procedures.
4. Colleges have a responsibility to ensure the admission rates to the major allow it to operate without resulting in low enrolment on scheduled courses. Unless a major is approved by the VPAA to operate with less than what would normally be classified as an adequate admission to safeguard against low enrollment for the duration of the degree, the major, minor, or concentration should not be offered in the given academic year.
5. Lower division courses (which are 100 and 200 level lecture courses), should be scheduled with a capacity of no less than 45, unless it has been designated as a special category course and has approval to be scheduled with a lower ceiling from the VPAA.
6. The University has an obligation to offer a *required* course in the major/minor/concentration, as per the term specified in the University catalog, in order to safeguard student progression. A rationale is required where such courses have been offered with low enrolment.
7. It is the responsibility of Departments/Programs to ensure a suitable number of *electives* are offered as per the needs of the study plan.
8. Undergraduate *elective* courses should not be offered, without justification, in cases where they fall below the minimum enrolment rate (as stipulated by scheduling policy) designated for the type and nature of the course, as calculated on the last day of the add/drop week for closing a scheduled section.
9. In cases where a *service course* is scheduled based on the request of Colleges / Departments / Programs, it is the responsibility of the requesting unit to make sure that there is enough students demand for the course