

**Department of Civil, Environmental and Architectural Engineering
University of Colorado at Boulder**

CEAE Low Enrollment Course Guidelines

February 2022

The department recognizes the need for offering specialized courses with low enrollment for maintaining the quality and meeting the needs of our graduate programs. However, courses with endemic low enrollments are subject to the following guidelines:

- A minimum of 5 students need to be enrolled in a course for it to be offered.
- The faculty needs to discuss a plan with the chair if course starts with more than 5 students but drops below 5 after the add/drop date or if enrolled students need the course to graduate.
- The historic trajectory of the course, based upon average enrollment over the last two offerings, should inform plans as to the frequency of course offering and should be considered in group planning well before the semester to fulfill teaching requirements by faculty.
- If the low enrollment is one off, the course will be allowed to proceed but do not offer it the following year without higher starting enrollment.