

Policy Title Low Enrollment Class Management Policy	Original Adoption Date 11/04/15	Policy Number IN-726
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement Divisions may elect to institute minimum course enrollment management practices such as cancelling classes, merging low enrollment sections, offering independent study, receiving the class from another college, delaying the start of the class or other approaches for overall operational efficiency. In implementing this policy and procedure, programs and division will make every attempt to ensure that actions taken will not hinder current students’ timely progression to graduation or violate a full-time student’s need to take courses that will keep them on track to graduate. Deans will evaluate all course enrollments on an ongoing basis and make any decisions to cancel or change the delivery of a class at least 5 working days prior to the class start date. If a class is cancelled due to low enrollment, the instructor will be assigned another class or other work to fulfill their full-time workload.		
Reason for Policy Classes taught to a low number of students do not optimally utilize the Lakeshore faculty, staff and other resources.		
Historical Data, Cross References and Legal Review Created/Adopted: 11/04/2015 Reviewed/Revised: 3/4/2025 Cross References: Low Enrollment Class Management Procedure Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment		