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Policy on Low Enrollment for SPH Classes

Courses with low enrollment will be notified 8 weeks prior to the first day of the semester that either their class is being canceled due to low enrollment or their class is at risk for cancellation if it doesn't meet enrollment requirements 4 weeks prior to the first day of the semester. Notifications will come from the program director (undergraduate courses) or the department chair/coordinator (graduate courses). These notifications are intended to be a courtesy, and in the event that a notification does not arrive or enrollment drops below the minimum after the 8 week mark, low enrollment courses are still at-risk for cancellation at the 4 week mark.

Between 8-4 weeks, instructors, program directors, and/or department chairs will have the opportunity to meet to discuss and decide if a low enrollment course should be canceled and the instructor should begin prepping for an alternative course. Decisions are made by the program director and/or department chair in consultation with the instructor. In some cases, the program director and/or department chair will have to cancel a low enrollment course as early as 8 weeks prior to the start of the semester if there is high need for the instructor to teach another major, core, or required progression course. In other cases, the program director and/or department chair may allow the low enrollment course until the 4 week deadline to meet enrollment requirements.

If a course does not meet enrollment requirements 4 weeks prior to the first day of the semester, the department or dean's office may cancel the course, and the instructor may be assigned an alternative course to teach (SPH faculty) or not be paid for that course (part-time instructors). The current enrollment guidelines, with the understanding that there are exceptions (progression courses, etc.) and that the university could ask the School to adjust them at any time, are as follows:

- Undergraduate courses - 15 enrolled students minimum
- Graduate courses - 8 enrolled students minimum

Policy Administration

Policy Owner: SPH Dean

Responsible Personnel: SPH Dean, SPH Assistant Dean for Academic Programs, SPH Department Chairs (and SPH Department Coordinators), SPH Program Directors

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