

UAM OPERATING PROCEDURE 420.3

RE: Number of Class Days and
Minimum Enrollment Standards

April 1, 1981

Revised: November, 2005

Revised: July 1, 2011

Revised: February 24, 2020

For both academic and economic reasons the University will discontinue offering classes that do not have a minimum enrollment as specified by the Board of Trustees. Classes will be discontinued if enrollment is not at least the following:

Spring and Fall Semesters

Undergraduate	10
First Professional (Law & Medicine, etc.)	5
Graduate	6

Summer Semesters

Undergraduate	10
First Professional	6
Graduate	6

Exceptions to the above minimum class sizes may be authorized by the Provost or the Vice Chancellors of the Colleges of Technology upon written justification from the unit head. The academic unit head is responsible for notifying all enrolled students when a class is canceled.

Exception to the minimum class size may be given without justification for the following:

Thesis	Internship	Distance Education
Student Teaching	Directed Reading	Special Topics
Special Problems	Field Studies	Independent Study
Honors	Special Projects	Labs with limited space
Research	Private Lessons	
Practicum	Portfolio	

The number of class days should be equal to 75 days or 15 class weeks, or 45 fifty- minute classes of instruction for three credit hours each regular semester. The minimum instructional time is 750 minutes per credit hour. Class meeting times are developed by the academic unit with consideration given to the master schedule of the campus. All class schedules are approved by the Provost before being published.