



The American University of Kurdistan Policy of Class Size

Policy Number: AS022

Effective Date: June 15, 2021

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I. INTRODUCTION

- a. Authority (The Board of Trustees of the American University of Kurdistan) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. Purpose: This policy aims to set guidelines for the accommodation of large and small classes.
- c. Scope: This policy applies to all undergraduate academic degree programs at AUK, departments, and academic advisors. Note that the policy is specific to academic courses, not CAPA courses.

II. ROLES AND RESPONSIBILITIES

- a. Responsible Executive: Provost
- b. Responsible Administrator: Admissions and Registration Department
- c. Responsible Office: Office of Provost and Office of Admissions and Registration
- d. Policy Contact: #066

b. In the case of a course cancellation due to low enrollment, students will be advised to meet with their program chair/adviser to discuss alternative courses that will ensure that students stay on track for completion of all requirements.

c. Exceptions

There may be exceptions to the cancellation of courses in the case of low enrollment.

These may include:

single-section senior-level courses that are required by graduating students;

capstone/clinical fieldwork experiences;

new courses in programs that need time to develop;

selected topics or seminar courses;

discipline-specific upper level courses.

Procedure: The Department Chair, in conjunction with the Dean and Instructor can make the case to run a course that has an enrollment under the recommended numbers, which will then be reviewed and approved by the Provost. The decision should be documented by the College and signed by the Provost and shared with HR, ARD, and the Finance Office.

d. Accommodations of Full-Time Faculty

For faculty on full-time contracts, accommodations may be made in cases of cancelled courses. It is the responsibility of the Deans and Department Chairs to try to accommodate the needs of full-time faculty. These accommodations may include:

reassignment to a program or Gen Ed course that is in high demand (and displacing an adjunct);

opening another section of a required course that is in high demand;

expansion of enrollment in another course that the faculty member is teaching;

balancing the lower teaching load with a higher teaching load in the subsequent semester; and

accepting an administrative or research assignment as a teaching reassignment as approved by the Dean and Provost.

e. Accommodations of Adjunct Faculty

On occasion, the services of some adjuncts may not be needed due to the cancellation of course sections and/or when adjuncts are displaced by full-time faculty members when the latter are reassigned to courses as stipulated above.

Procedure: Department chairs, Deans and Human Resources must inform adjuncts of the possibility of course cancellations; adjuncts must be informed of courses that are pending cancellation as soon as possible. Final determinations on course cancellations should be made and communicated to adjuncts no later than a week prior to the first day of classes for that semester.

f. Reduced Section Salary/Workload Credits for Adjuncts

There may be the possibility of running low enrolled sections if the course is necessary for the reasons stipulated and if the adjunct faculty member agrees

to a pro-rated salary based on the number of students enrolled. For example, with the minimum enrollment expectation being 5, an enrollment of only 3 students would merit 50% of the current salary rate. The offering of such courses under exceptional contracts will need to be approved by the Dean and Provost.

VII. POLICY HISTORY

- a. Approved by: Board of Trustees
- b. Adopted: June 14, 2021
- c. Amended: October 13, 2022
- d. Amended: September 20, 2023

