

	Minimum Enrolment Policy & Procedure
Document Type	Academic Policy
Administering Entity	Dean of Studies
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Responsibility for review	Teaching & Learning Committee Academic Board
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CUSTODIAN: Dean of Studies	AUTHORISED BY: President
Related documents	<ul style="list-style-type: none"> • CCA Attendance Policy. • CCA Assessment Policy. • Directed Individual Study Policy & Procedure. • Concurrent Study Policy & Procedure. • RPL Policy

1. Purpose

The purpose of this policy is to recommend the minimum student enrolments for a face to face class to be offered in a semester.

2. Scope

This policy applies to all undergraduate courses at Campion College.

3. Policy

Campion College will make every effort to run all units of study and programs as advertised. However, the offer of particular units or programs is dependent on resources and staff being available.

Should enrolments in a face-to-face unit of study or program fall below 5 students it will be subject to review by the Dean of Studies, the President and the Registrar.

The Dean of Studies may declare such a unit or program 'non-viable' and recommend the Academic Board that the unit of study or program be cancelled for that semester.

In the case of a cancellation, Campion College will:

- a. Propose an alternative unit of study to students;
- b. Refund any up-front paid tuition fees;
- c. Propose that the unit be offered in Directed Individual Study mode in accordance with policy.

In exceptional cases and where the unit of study involves the use of a laboratory, the Dean of Studies may grant the student permission for concurrent study at another institution.

4. Roles and Responsibilities

The Dean of Studies is responsible for monitoring whether a unit has sufficient enrolments, considering also the *Directed Individual Study Policy & Procedures*.

5. Policy History

Version	Date of approval	Amendment
1	2016	New Policy
2	December 2019	<ul style="list-style-type: none">• Formatting according to Policy Template.• Addition of Items 2, 4, and 5.