

BERKELEY: OFFICE OF THE CHANCELLOR

August 30, 1990

To: Deans and Department Chairs
From: J. L. Heilbron, The Vice Chancellor
RE: Minimum Class Size

As the semester begins, let me remind you of the minimum enrollment limits set by system-wide policy: lower division (12), upper division (8), and graduate division (4). In the event that enrollment in a class falls below this specified norm in two successive offerings, the class should not be conducted again with enrollment below

the norm without the approval of your dean. Even where this history does not exist, a course that fails to attain the minimum enrollment size after the second class meeting should be cancelled if practical and the instructor given another teaching assignment. Exceptions may be made for courses required for graduation, if canceling the class would affect the date of graduation of enrolled students, or for courses required in a major program, if the class must be offered at a particular time to maintain the proper sequence of courses. A copy of the system-wide policy is attached.

Attachment