

Lower limits on Graduate course numbers

The following policy was agreed:

Where any course has 3 or less registrations (whether for credit or audit) by the end of the add and drop period (end of second week), the course will normally be cancelled. Where cancellation occurs, the faculty member will be asked to teach one additional course as soon as is feasible thereafter. The students involved might be invited to take a guided study course instead, at the discretion of the faculty member.

The following two strategies to minimize the problem of under-registration were also agreed:

- (a) Graduate students attending a course, but not for credit, should be strongly encouraged to register for it officially as auditors, where they can do so at no financial cost.
- (b) Once the penultimate teaching plan for a given semester is settled, an informal poll of graduate students should be taken to ascertain whether there are likely to be significant registrations for each of the seminars on offer. Where registrations seem likely to be low, it would be for negotiation with the faculty member to decide how best to respond – e.g. by offering an alternative seminar, by taking the risk of cancellation and preparing for it anyway, or by canceling and arranging to teach an alternative course instead.