

## **Undergraduate Programs Enrollment Management Policy**

### ***Effective Fall 2023***

The undergraduate programs enrollment management policy provided below was motivated by the following factors:

- Ensure effective enrollment management and scheduling
  - Ensuring students have a vibrant learning experience and receive the attention and feedback they need during the course
  - Need to maintain our AACSB accreditation by deploying our faculty strategically.
  - Generating revenue to support the business school initiatives that are aligned with our core mission (research support, teaching support, PhD program, etc.).
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- A. Area chairs hold primary responsibility for scheduling courses and faculty. The Senior Enrollment Planning Manager and Scheduler work with the area chairs to make the most informed decisions based on historical data, future forecasting, and other analytics-related evidence. The enrollment planning management team works with the undergraduate program dean to decide on section additions, ad hoc cross-listing, and cancellations.
  - B. Undergraduate courses, all modalities, that are currently capped at 40 will increase to 45. This does not include writing intensive courses, foundations courses, BUS 498, internship for credit courses, or special sections for INTO Mason. Undergraduate courses capped at 70 or more will remain the same. MBUS courses and other non-AACSB accredited courses (e.g., FNAN 300) will be capped at 70.
  - C. If classroom and online space allows, the Dean's Office may increase established class sizes by no more than 10%, based on enrollment demand.
  - D. Undergraduate courses, all modalities, should meet a minimum of 20 students to avoid cancellation. This includes special topics courses and proposed new courses. The enrollment planning team and program dean will work closely with area chairs to monitor enrollments. Course sections that were added late will not be cancelled if they fail to meet the minimum enrollment. Additionally, course sections that are needed for students to achieve a timely graduation will not be cancelled.
  - E. Area chairs will have access to a pool of GTA (or student wage) hours, which they can allocate to faculty and courses at their discretion. Writing intensive courses will continue to have the current level of support, if the faculty chooses to use it.