



Costello College of Business

Enterprise Hall, 4400 University Drive, MS 1B1, Fairfax, Virginia 22030
 Phone: 703-993-1880; Fax: 703-993-1867

Graduate Programs Enrollment Management Policy
Effective Fall 2023

The graduate per course enrollment policy provided below was motivated by the following factors:

- Need to more efficiently run our graduate programs given the historic lack of profitability, particularly when our contribution to central is factored in.
- Ensuring students have a vibrant classroom 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 college of business initiatives that are aligned with our core mission (research support, teaching support, PhD program, etc.).
- Moving towards less disparity in student enrollment and workload across faculty teaching in different programs

Course Caps

Online Courses with Recitations

Section	Faculty Staffing Strategy	Course Cap
001 (main section)	Instructor of record sections (001) will accommodate all recitation enrollment for a particular course	No limit
301 (Recitation section)	Load or overload; full-time faculty preferable	Up to 50* students
302 (Recitation section)	Overload or adjunct (preferable)	Opened to accommodate over 50 students in 301; enrollment will be evenly divided; the process of adding recitation sections will continue as enrollment grows

Online Courses without Recitations**

Section	Faculty Staffing Strategy	Course Cap
001	Load or overload; full-time faculty preferable	Up to 50 students
002	Load or overload; full-time faculty preferable	Opened to accommodate over 50 students in 001; enrollment will be evened out to the extent possible given classroom sizes

In Person, Synchronous, or Hyflex (in person with zoom accessibility) Courses

Section	Faculty Staffing Strategy	Course Cap
001	Load or overload; full-time faculty preferable	Up to 60* students
002	Load or overload; full-time faculty preferable	Opened to accommodate over 60 students in 001; enrollment will be evened out to the extent possible given classroom sizes

*The rationale for differences in online vs. in-person is that the online additional recitations can be supported by an adjunct or overload at \$7k whereas an additional in-person section should be taught by faculty on load or overload. So, to split up an in-person class, it should have at least 30 students.

**For consistency, it makes sense to move to a recitation model for all online classes that run asynchronously. This requires a change to those specific courses in the catalog so will go through the approval process next academic year.

Course Minimums

The minimum elective course target is 15 students. However, the Graduate Programs Team in consultation with Area Chairs and/or Program Directors will have flexibility to run courses that are important for the program, aligned with the brand promise, or have strong student interest with the caveat that the average elective enrollment in an Academic Year is 15 students or greater.

Teaching Support

Teaching support will be provided for up to 10 hours per week for any section or recitation that exceeds 30 students regardless of modality or if it is a core or elective course.