

ENROLLMENT LIMITATIONS

PROTOCOLS FOR ENROLLMENT LIMITATION AT OHIO STATE

This document describes procedures established by the Council on Academic Affairs to be followed when student demand for study in an academic area exceeds the capability of a department or college to teach all students wanting the program. In developing these procedures the Council has assumed that the University is obligated to provide a certain level of access to courses and programs for its undergraduate students and that under this obligation the University will offer

1. a sufficient number of courses so that undergraduate students can meet general education requirements.
2. a sufficient number of entry-level prerequisite courses for each undergraduate major as well as a range of other courses that measure student ability and potential to perform well in each major.
3. a sufficient number of courses that satisfy the basic requirements for each undergraduate major as well as a range of courses to satisfy elective requirements for each major.
4. courses that are required as a result of interdepartmental agreements.

The Office of Academic Affairs will inform Council on a quarterly basis of activities relating to enrollment problems in various units.

I. Definition of Enrollment Limitation Plan.

An Enrollment Limitation Plan (ELP) is the set of short-term guidelines that restrict access to a particular undergraduate major because of the inability of an academic unit to meet instructional demands using available resources in any acceptable instructional configuration. An ELP applies to undergraduate majors only.

II. Procedure for establishing need for ELP.

If a college judges that enrollment problems may require an ELP, the college must first work with the Office of Academic Affairs to evaluate the enrollments and resources, and to seek viable alternative ways of meeting the enrollment demand. If the Office of Academic Affairs in working with the college determines that no other viable alternative exists, then an ELP should be prepared and submitted to the Council on Academic Affairs.

III. Guidelines for preparing an ELP.

1. Generally an ELP will be developed at the college level and will involve all units of the college; in those cases where a school has enrollment pressures, it may be appropriate for the ELP to apply to the school, but not to the whole college; in either case, the college must be involved in the development of an ELP for a school.
2. An ELP addresses enrollment pressures rather than issues related to program or student quality within a unit.
3. The ELP will be developed for at most a three-year period.
4. An ELP will include a full description of the criteria by which students will be chosen for the program and a justification for the use of those criteria.
5. An ELP will stipulate a target enrollment range for undergraduate majors, and provide a rationale for that range. An ELP will also indicate enrollment expectations in each of the following categories:

- a. undergraduate non-majors,
 - b. graduate students, and
 - c. others
6. An ELP may not require a cumulative point-hour ratio for graduation in the major above the current University standard of 2.0.
 7. An ELP should demonstrate special attention to underrepresented student populations, in addition to transfer and academically at-risk students.
 8. An ELP should outline fully all administrative procedures associated with managing the plan including student advising, changes in University publications, and expectations of the Registrar's Office and the Admissions Office.
 9. Initiation of an ELP by an academic unit should provide a minimum of one year's notice to students.
 10. The ELP will be monitored by the Office of Academic Affairs and a report of the effects of the ELP will be provided by the unit to Council on an annual basis.
- IV. Information to be provided to the Council on Academic Affairs with an ELP.
1. A description of general enrollment trends over the past five years highlighting key courses in the undergraduate major which have experienced severe enrollment pressures.
 2. A description of instructional resources, their current utilization, and efforts that have been made to meet enrollment pressures.
 3. An indication of the potential impact of the ELP on other University programs.
 4. Interim steps designed to deal with enrollment pressures until the ELP becomes operational.
- V. Criteria established by the Council on Academic Affairs for assessing the acceptability of an ELP.
1. The consistency of the plan with the mission of the University, including its responsibilities as a land-grant institution and its desire to attract and retain students.
 2. The adherence of the proposed plan to the guidelines.
 3. The potential impact on students outside the major(s) in question.
 4. The potential impact on other units in the University.
 5. The potential impact of the proposed plan on recruitment and retention efforts at Ohio State.

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