

Course Demand Review and Recommendation Process

To ensure adequate course availability to facilitate students' timeliness to degree completion, the Course Demand Committee will regularly monitor and assess undergraduate course utilization, demand and availability. While primary focus will be on first- and second- year courses and other high demand courses that might impact incoming freshman and transfer student enrollment, consideration will be also given to upper division courses that have been impacted by enrollment pressures.

Note: This process is designed to address short-term surges (up or down) in enrollment. Long-term secular changes will be addressed separately via planning for faculty hires, curricular changes, etc.

Step 1: Recommendation

The Course Demand Committee will notify the respective department chair and dean of any concerns related to the demand and availability of course offerings. Where possible, the committee will make specific recommendations for the number of additional seats/sections needed. Implications for opening or not opening additional seats/sections will be noted. The Committee will also note where need for additional seats/sections appear to be the result of enrollment pressure due to increased enrollment.

Step 2: Review

The department chair and dean will review the recommendation. Consideration should be given to curricula requirements (e.g. course sequence), pedagogy requirements (e.g. maximum number of students in section), facility availability, and instructor availability.

Step 3: Resolution

The department chair will provide a written response to the Course Demand Committee indicating the course of action to be taken. Actions may include, but are not limited to:

- a) Increasing capacity in existing course section(s)
- b) Moving existing section(s) to larger room
- c) Opening additional course section(s)

If additional institutional funds are required to support the course of action, the department chair, with the approval of the dean, will submit an Enrollment Pressure Funding Request. Priority consideration for additional funds will be given to course recommendations resulting specifically from enrollment pressure due to increased enrollments.

Note: Departments requesting Enrollment Pressure Funding should not open additional seats/sections for enrollment until the request has been reviewed and a final decision regarding funding has been rendered.

For more information about the Course Demand Committee and to access the following forms visit <http://www.umbc.edu/enrollment/coursedemand.html>.

- Course Demand/Enrollment Pressure Funding Request Form
- Points of Consideration When Reviewing Course Demand/Enrollment Pressure Funding Requests
- Course Demand/Enrollment Pressure Funding Audit

Timeline

The Committee will meet monthly (more frequently during peak registration periods) to monitor course enrollments for both Fall and Spring semesters. Reporting will take place around key registration/enrollment milestones, which include:

For Fall Enrollment:

Late-March	Prior to Advanced Registration
Early-May	End of Advanced Registration
	Freshman/Transfer Enrollment Confirmation/Deposit Deadline (May 1)
Mid- June	Beginning of Freshman Orientation Course Selection
Early-July	End of Freshman/Beginning of Transfer Orientation Course Selection
Mid-Sept	End of Schedule Adjustment Period

For Spring Enrollment:

Mid-Nov	Prior to Advanced Registration
Early-Dec	End of Advanced Registration
	Freshman/Transfer Enrollment Confirmation/Deposit Deadline (Dec 15)
Mid- Jan	Beginning of Freshman Orientation Course Selection
Mid-Jan	End of Freshman/Beginning of Transfer Orientation Course Selection
Mid-Feb	End of Schedule Adjustment Period

Tracking and Reporting

The Course Demand Committee Chair will track status of course recommendations as well as funding requests and resource allocations related to implementation of recommendation. The Committee Chair will provide regular updates to the Provost.

Updated 8/22/12