Minimum Number of Students
Required to Offer a Program/Plan at a Site
Policy and Procedure
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Minimum Number of Students Required to Offer
a Program/Plan at a Site Policy and Procedure

**Policy**: OUCN has determined fiscal prudence and program sustainability must be considered when offering undergraduate and graduate programs at all OUCN sites. Consideration for number of students at a given site is integral to determining the cost of offering a program/plan at a given site. The minimum number of students to offer a program/plan at a given site shall be five. These five students may be newly admitted or continuing students.

**Purpose**: The purpose of this policy is intended to establish the required minimum number of students to offer a program/plan.

**Scope**: Associate Dean for Academic Affairs and Office of Students Affairs
Minimum Number of Students Procedure

1. Office of Students Affairs will monitor the number of admissions/enrollments for each campus/site. If the number falls below the required number of five (5), then the Associate Dean for Academic Programs will be notified.
2. The Associate Dean will make final decision of not offering site due to lack of required number of students and will notify Assistant Dean for Student and Alumni Affairs.
3. The Assistant Dean will then notify the site in which does not meet the requirement and inform them of the decision.
4. Student Affairs will then notify the students that are impacted of alternative sites.

Revision History

<table>
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<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>7/27/2011</td>
<td>Initial Release</td>
<td>Shawn Elwell</td>
<td>Assistant Dean for Student and Alumni Affairs</td>
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<td>1.0</td>
<td>3/18/2014</td>
<td>Reviewed – no changes needed</td>
<td>S. Fix</td>
<td>Assistant Dean for Student and Alumni Affairs</td>
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