Appalachian State University Policy on Minimum Admission Numbers
required to begin Distance Education program cohorts or to permit future online admissions.

Graduate Cohort Minimums

The initial cohort (or start semester for “rolling admission” programs) at any site or online must have a minimum of 15 admitted students by the go/no-go notification deadline (provided below) set by the Graduate School. Should the total number of students (combination of continuing students and new admits) in rolling start programs fall below 12 in any given semester, the program will not be permitted to admit students to that program at that site (or online) and will be required to begin a teach-out process for students already admitted.

Graduate deadlines for go/no-go notification are: July 1 for Fall semester, November 1 for Spring Semester, and April 1 for Summer term.

Undergraduate Cohort Minimums

The initial cohort (or start semester for “rolling admission” programs) at any site or online must have a minimum of 18 admitted students by the go/no-go notification deadline* set by Distance Education. Should the total number of students (combination of continuing students and new admits) in rolling start programs fall below 15 in any given semester, the program will not be permitted to admit students to that program at that site (or online) and will be required to begin a teach-out process for students already admitted.

Undergraduate Distance Education deadlines for go/no-go notification are: July 1 for Fall semester, December 1 for Spring Semester, and April 15 for Summer term.

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Exceptions

Exceptions to the minimums can be made by Deans, with consultation with the Provost, for a variety of reasons (e.g. averaging enrollments across several existing cohorts, balancing faculty workloads, etc.). Deans will notify the Graduate School and Distance Education by the deadlines provided when a cohort will go forward even though the minimums admissions have not been reached.

Definition of terms

*Cohort: group of students admitted in a specific semester in a given academic year and matriculated through a set course sequence at a particular site or online.

Rolling Admission: Defined as programs that repeat courses in such a way that admission is not restricted to a specific semester in a given academic year.

Minimum numbers: Future offerings for all cohorts will have to meet the minimum admission requirements to start a new cohort. When program enrollments fall below the stated minimums in rolling admission programs, the program will not recruit for future semesters without demonstrating through needs assessment (e.g., surveys, verified #s of inquiries) that sufficient interest in the program exists to admit additional students.

Teach out: the process of offering to the currently admitted students all of the courses remaining in the program per the promised schedule.