TO:	TERRY M. McCONATHY, VICE PRESIDENT FOR ACADEMIC AFFAIRS **(DUE BY THE 2ND DAY OF CLASS)**						
VIA:	DEAN						
FROM:	DEPARTMENT HEAD						
DATE:	DATE						
SUBJECT:	**COURSES TO BE CONTINUED WITH LOW ENROLLMENT**					**QUARTER =**	**YEAR =**
COURSE NAME	**COURSE NUMBER**	**SECTION**	**NUMBER STUDENTS ENROLLED**	**MULTIPLE SECTION YES/NO**	**INSTRUCTOR**	**JUSTIFICATION**	**OTHER ASSIGNED COURSES AND/OR DUTIES**
Sample: English	201	13	5	No	Jane Doe	Three students are graduating seniors	Eng. 101(03); 102(04)