MEMORANDUM

TO: Department Chairs and Academic Deans

FROM: Lynda Langham, Registrar

DATE: August 22, 2017

SUBJECT: Fall 2017 Small-Size Classes

Small classes should be monitored in the Small Class List report available in WebFocus, “sre125_small_class_list_prod”. Minimum enrollment for an organized class remains ten for undergraduate and five for graduate; however, you should monitor undergraduate classes with 12 students or fewer and graduate classes with five students or fewer in order to be aware of classes that could potentially fall below the minimum. Pursuant to Coordinating Board rules, the organized classes consist of lectures, labs and seminars.

Cross-listing is completed for any requests previously forwarded to me for Fall 2017. Cross-listed classes must meet the requirements of same time, same place, same instructor, and same mode of instruction. Cross-listing was rolled with the class schedule, so please check your cross-listed classes and advise if there are any cross-listings that need to be removed. If there are additional classes that you want to cross-list now that meet those requirements, please email a request to me at llangham@sfasu.edu for that to be done manually. This information must be provided by me Wednesday, September 6th at 5 PM in order to ensure the cross-listing can be completed prior to the small class deadline. All classes that meet the cross-listing criteria must be cross-listed.

Small classes must be reconciled or closed prior to 5 p.m. on Tuesday, September 12th, which is the Census Day. Should a department wish to request that a course be taught without the requisite minimum enrollment, you will need to follow the procedure outlined in Policy A-46, Small-Size Classes, by sending a justification memorandum to the Dean of your college. After the Dean approves/disapproves the request, it will be forwarded to Dr. Mary Nelle Brunson for review. There must be strong justification based on the requirements in Policy A-46 when enrollment is below the minimum. No approval is accepted by the Registrar’s Office until a form signed by Dr. Brunson is received. Please email a courtesy copy to me at registrar@sfasu.edu when you provide it to your dean so I can note that it is in process.

If I may be of assistance, please contact me at Ext. 2120 or by email at llangham@sfasu.edu. Thank you.