

## Small-Size Classes

**Original Implementation:** November 4, 1977

**Last Revision:** January 31, 2017

This policy applies to courses for which the primary mode of instruction is lecture, laboratory, or seminar. Small-size classes are undergraduate classes with fewer than 10 registered students and graduate classes with fewer than five registered students. Minimum enrollment requirements for off-campus, face-to-face courses are addressed in policy 5.13, Off-Campus Credit Courses. No small-size classes will be offered in any term except as authorized by the Board of Regents of Stephen F. Austin State University.

Only small-size classes that meet one or more of the following requirements may be authorized to be taught:

- Required course for graduation. (This course is not offered each semester or term and, if cancelled, may affect the date of graduation of those enrolled);
- Required course for majors in the field that should be completed in a given semester (term) in order to keep proper sequencing of courses;
- Course in a newly established degree program, concentration, or support area;
- Interdepartmental (cross-listed) courses taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class;
- First time offering of a course;
- Class size limited by accreditation or state licensing standards;
- Class size limited by the availability of laboratory or clinical facilities;
- Voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

A small-size class of the same course may not be offered in consecutive semesters or summer terms.

### **Procedure:**

1. An academic unit head submits a small-size class approval form to the appropriate dean requesting approval to offer small-size class(es).
2. The dean approves/disapproves the request and forwards the form to the associate provost.
3. The provost and vice president for academic affairs approves/disapproves the request and sends copies of the small class form to the dean, academic unit head, and the registrar.

**Cross Reference:** Faculty Handbook; Tex. Educ. Code § 51.403, Off-Campus Credit Courses (5.13).

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** Small-size Class Approval Form