Small-Size Classes

Original Implementation: November 4, 1977
Last Revision: January 28, 2014

This policy applies to courses whose 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 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:

a. 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).
b. Required course for majors in the field that should be completed in a given semester (term) in order to keep proper sequencing of courses.
c. Course in a newly established degree program, concentration, or support area.
d. 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.
e. First time offering of a course.
f. Class size limited by accreditation or state licensing standards.
g. Class size limited by the availability of laboratory or clinical facilities.
h. 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 associate provost approves/disapproves the request and sends copies of the small class form to the dean, academic unit head, and the registrar.

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