

POLICY SUMMARY FORM

Policy Name: Small-Size Classes

Policy Number: 7.26

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/28/2014

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Describes circumstances under Texas Higher Education Coordinating Board rules under which under enrolled classes may be taught.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No substantive changes. Only minor changes in wording.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Dr. Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Small-Size Classes

Original Implementation: November 4, 1977

Last Revision: ~~January 28, 2014~~ January 31, 2017

This policy applies to courses *for which the* ~~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 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 ~~associate~~ 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