

REQUEST TO OFFER LOW ENROLLMENT CLASS

Small classes for the purpose of this report are defined as follows: undergraduate-level credit classes with less than ten registrations, and graduate-level credit classes with less than five registrations, as of the close of the 12th class day.

Approve the following course for credit during the _____ semester, 20____:

<u>Department</u>	<u>Course No.</u>	<u>Title of Course</u>	<u>Instructor</u>	<u>Number of Students as of 12th Class Day</u>
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Justification:

Justification Code: _____

Department Chair: _____ Date: _____

Dean's Review:

Approved: _____ Disapproved: _____

Signed: _____ Date: _____

Provost/ Vice President's Review:

Approved: _____ Disapproved: _____

Signed: _____ Date: _____

President's Review:

Approved: _____ Disapproved: _____

Signed: _____ Date: _____

Justification Codes:

- 1) Required course for graduation. (The course is not offered each semester or term, and if canceled, may affect date of graduation of those enrolled.)
- 2) Required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses.
- 3) Course in newly established degree program, concentration, or support area.
- 4) 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.
- 5) First-time offering of the course.
- 6) Class size limited by accreditation or state licensing standards.
- 7) Class size limited by availability of laboratory or clinical facilities.
- 8) Voluntarily offered by a faculty member in excess of the institutional teaching load requirements and for which the faculty member receives no addition compensation.