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_____

<table>
<thead>
<tr>
<th>Department</th>
<th>Course No.</th>
<th>Title of Course</th>
<th>Instructor</th>
<th>Number of Students as of 12th Class Day</th>
</tr>
</thead>
</table>

Justification:

____________________________________________________________________________________

Justification Code: ________

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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: ______________________

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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.

Provost 8/04