

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 10 registrations, and graduate-level credit classes with less than 5 registrations.

1. Between first class day and second class day determine which classes do not meet the enrollment minima.
2. Before noon on the third class day, submit the request to offer the low enrollment class to the Office of the Provost
3. The Office of the Provost will notify the dean by the fourth class day whether or not the low enrolled class is approved or must be canceled.

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 Census Date</u>
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Justification:

Justification Code (required): _____

 Department Chair: _____ Date: _____

Dean's Review:
 Approved: _____ Disapproved: _____
 Signed: _____ Date: _____

Provost'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 additional compensation.
- 9) Dual Enrollment.