

REQUEST TO OFFER LOW ENROLLMENT ORGANIZED CLASS

Small classes for the purpose of this report are defined as follows: undergraduate-level credit classes with less than 20 registrations, and graduate-level credit classes with less than 10 registrations.

1. Between first day of class and second day of class determine which classes do not meet the enrollment minimum.
2. By the last registration day submit the request to offer the low enrolled class to the Office of the Provost.
3. The Office of the Provost will notify the dean before the 12th class day (4th class day in summer) 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 Course:</u>	<u>Instructor:</u>	Number of Students as of Last Day to Register:
_____	_____	_____	_____	_____

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.

ORGANIZED CLASS HAS A DESIGNATED DAY, TIME, AND ROOM.