[Minor revisions: June 1, 2015

Angelo State University
Operating Policy and Procedure

OP12.02: **Authorization for Small Classes**

DATE: June 1, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure a complete understanding for policy on small classes by faculty, administration, and students.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the Office of the Provost with recommended revisions forwarded through the provost and vice president for academic to the president by June 15 of the same year.

POLICY/PROCEDURE

1. Minimum Class Size

a. "Small classes," for the purpose of this operating policy, are undergraduate- level courses with fewer than 10 registrations, and graduate-level courses with fewer than 5 registrations. No small classes shall be offered during a summer session except as authorized by the provost and vice president for academic affairs..

b. Organized small classes may be within the following guidelines. An organized small class may be offered that:

(1) is a required course for graduation (the course is not offered each semester or term, and, if canceled, may affect the date of graduation of those enrolled);

(2) is a required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses;

(3) is a course in newly established degree program, concentration, or support area;

(4) are 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) is a first-time offering of the course;

(6) is class size-limited by accreditation or state licensing standards;

(7) is class size-limited by availability of laboratory or clinical facilities; or

(8) is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

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c. Requests for small classes at Angelo State University will be reviewed by the administration and may be authorized only in exceptional cases where there is a critical need and where the justification meets at least one of the above requirements.