



Angelo State University
Operating Policy and Procedure

OP12.02: Authorization for Small Classes

DATE: September 1, 2007

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 April of even-numbered years by the associate vice president for academic and student affairs with recommended revisions presented to the provost and vice president for academic and student affairs by May 15.

POLICY/PROCEDURE

1. Minimum Class Size

- a. V.T.C.A., Education Code § 51.403(d) provides that: Each institution shall file with its governing board and the coordinating board a small class report, excluding individual instruction courses, indicating department, course number, title of course, and the name of the instructor. "Small classes," for the purpose of this report, are undergraduate-level courses with less than 10 registrations, and graduate-level courses with less than 5 registrations. No small classes shall be offered in any institution except as authorized by the appropriate governing board, within the guidelines established by the Coordinating Board.
- b. In compliance with Texas Education Code §51.403(d), the Coordinating Board has set forth the following guidelines for use by public senior colleges and universities for the offering of small classes. Organized small classes may be offered in any institution as authorized by the appropriate governing board within the following guidelines. An organized small class may be offered which:
 - a. 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);
 - b. is a required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses;
 - c. is a course in newly established degree program, concentration, or support area;
 - d. 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;
 - e. is a first-time offering of the course;

- f. is class size-limited by accreditation or state licensing standards;
 - g. is class size-limited by availability of laboratory or clinical facilities; or
 - h. 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.
- c. Requests for small classes at Angelo State University will be carefully 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.