



Small Class Policy

Definitions:

- The definition of a “small” class, according to the Texas Higher Education Coordinating Board, includes undergraduate classes with less than 10 registrations and graduate level classes with less than five registrations. Any cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class and will be defined as a small class if there are less than ten total registrants in the class.
- This definition outlines the university minimums, only. Deans may establish additional guidelines in order to manage instructional resources efficiently within their college or school.
- For the purposes of this policy, only organized courses will be evaluated. Independent study, independent research, individual lessons, clinical placements, internships, and similar non-organized courses are excluded.

Enrollment Policy:

Courses that fall below the minimum enrollment recommendations described above at a point 14 days prior to the start of the term shall be cancelled and instructors shall be reassigned to higher demand courses, where possible. Requests to maintain a small course on the schedule must be justified and approved by the Dean of the college or school that is offering the course.

Justifications may include:

- The course is a program of study requirement and students who would be displaced from that class section do not have an appropriate alternative within their degree plan, causing a delay in graduation.
- The course is a program of study requirement and part of a sequence that cannot be altered without disrupting subsequent courses in the sequence and delaying graduation for a cohort.
- Class size is limited by accreditation requirements, state licensing standards, or capacity of clinical/laboratory facility.
- The class section is cross-listed with other courses taught by the same faculty member at the same time/location, and total registration meets or exceeds required number.
- The class section is voluntarily offered by the faculty member in excess of teaching load and faculty is/are not receiving additional compensation.
- The Dean of the college or school determines that other special circumstances warrant maintaining the class section.

Best Practices:

- Students enrolled in cancelled courses should be contacted as soon as the cancellation decision is made and assisted to switch to a different section of the same course or to another

appropriate course within their degree plan, prior to the financial aid distribution deadline (10 days prior to the first day of classes).

- Faculty scheduled to teach cancelled courses should have sufficient notice of reassignment to courses that are not brand new preparations for them, whenever possible.