**Small Class Report AA/PPS No. 02.02.02**

**Issue No. 4**

**Effective Date: 09/11/2023**

**Next Review Date: 11/01/2025 (ONY)**

**Sr. Reviewer: University Registrar**

**POLICY STATEMENT**

*Texas State University will ensure class offerings meet the academic progression needs of students and effective stewardship of academic and economic resources of the university.*

01. SCOPE

01.01 The purpose of this document is to establish policy for reporting small classes. As a general rule, small classes should be avoided. Program chairs, department chairs, and school directors should plan class schedules for efficient use of resources. When it becomes necessary to offer a small class, it must be justified and monitored as described within this policy.

01.02 This policy conforms to [Texas Education Code Section 51.403, Economic Justification for Courses; Reports of Student Enrollment and Academic Performance](https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm).

02. DEFINITIONS

02.01 Texas State University defines a small class as:

a. an undergraduate class with fewer than 10 registrants; or

b. a graduate class with fewer than five registrants.

02.02 Organized classes subject to these standards include all classes whose primary type of instruction is lecture (instruction type 1), laboratory (instruction type 2), or seminar (instruction type 4). Classes categorized as independent study, thesis, practicum, clinical, internship, student teaching, and dissertation courses are exempt from small class standards and are not included in the small class reporting requirements.

**03. JUSTIFICATIONS FOR SMALL CLASSES**

03.01 The following nine explanations qualify as justifications for small classes. Only these justifications are acceptable.

a. Justification Code 1 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. Justification Code 2 A required course for majors in this field

 and should be completed this semester

 (or term) to keep proper sequence in

 courses

c. Justification Code 3 A course in a newly established degree

 program, concentration, or support area

d. Justification Code 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

e. Justification Code 5 The first time offering the course

f. Justification Code 6 Class size is limited by accreditation or

 state licensing standards

g. Justification Code 7 Class size is limited by availability of

 laboratory or clinical facilities

h. Justification Code 8 Course voluntarily offered by a faculty

 member in excess of the institutional

 teaching load requirement and for which

 the faculty member receives no

 additional compensation

i. Justification Code 9 Unforeseen enrollment shift during registration

04. SMALL CLASS REPORT PROCEDURES

04.01 Each semester, Texas State will prepare a small class report of all

organized small classes, using enrollment data as of the official census day. The report will contain the course subject, prefix and number, section number, instructor, and enrollment.

04.02 The small class report, the report instructions, and deadlines for the final report will be sent from the Office of the University Registrar to department chairs and college deans.

04.03 Each program chair, department chair, and school director will provide the justification code using the small class report .net tool with the explanations delineated in Section 03.01. Previously identified stacked courses should be removed from the report. Once justifications are submitted, an email will be sent to college deans for approval.

04.04 Each college dean will approve and submit the final small class report to the Office of the University Registrar using the small class report .net tool by the requested due date.

04.05 The Office of the University Registrar will review each college small class report for compliance and submit the final small class report for review by the associate vice president for Academic Affairs and the provost and executive vice president for Academic Affairs.

04.06 If necessary, the Office of the University Registrar will work with the college deans on corrections to the small class report.

05. REVIEWER OF THIS PPS

05.01 Reviewer of this PPS includes the following:

Position Date

University Registrar November 1 ONY

06. CERTIFICATION STATEMENT

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

University Registrar; senior reviewer of this PPS

Associate Vice President for Enrollment Management

Provost and Executive Vice President for Academic Affairs