**DRAFT**

Policy and Procedure Statement 2.02 Small Class Report

Review Cycle: Nov. 1, ONY (12 paragraphs)

Review Date: November 1, 2017

Reviewer: University Registrar

PURPOSE

1. Texas State University will make every effort to ensure that classes conform to the state standards for enrollment as published in the rules and regulations of the Texas Higher Education Coordinating Board. The purpose of this PPS is to establish the policy for reporting small classes. As a general rule "small classes" should be avoided. Program chairs/department chairs/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 in this PPS.

2. This PPS conforms to the rules and regulations of the Board of Regents of The Texas State University System (BOR), Chapter 6.22, and the Texas Higher Education Coordinating Board (THECB), Chapter 4, Subchapter R, Rule 4.287 and Chapter 5, Subchapter B, Rule 5.23.

DEFINITIONS

3. The THECB defines a "small class" as:

(A) Undergraduate classes with fewer than 10 registrants; or

(B) Graduate classes with fewer than 5 graduate registrants.

4. 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.

JUSTIFICATION FOR SMALL CLASSES

5. The following eight 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 of 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.

PROCEDURE

6. Each fall and spring 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.

7. 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.

8. Each program chair/department chair/school director will provide the justification code using the Small Class Report.Net tool with the explanations delineated in paragraph 5 of this PPS. Previously identified stacked courses should be removed from the report. Once justifications are submitted, an email will be sent to college deans for approval.

9. 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.

10. 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.

11. If necessary, the Office of the University Registrar will work with the college deans on corrections to the Small Class Report.

CERTIFICATION STATEMENT

12. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Texas State University

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Last Updated: April 23, 2015

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