**REQUEST TO OFFER LOW ENROLLMENT CLASS**

**THIS FORM IS DUE THE DAY BEFORE CENSUS DATE OF EACH SEMESTER**

Small classes for the purpose of this report are defined as follows: undergraduate-level credit classes with fewer than **12 registrations**, and graduate-level credit classes with fewer than **six registrations**, as of the close of the 4th class day during the fall/spring term or 2nd class day during the summer term.

Approve the following course for credit during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester, 20\_\_\_\_:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | Course No. | Section No. | Title of Course | Instructor | Number of Students  as of 4th (or 2nd)Class Date |
|  |  |  |  |  |  |

Justification:

\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Justification Code: \_\_\_\_\_\_\_­­­\_

For bracketed or cross-listed courses, include those course numbers and sections here: ­­­\_\_\_\_\_\_\_\_\_\_\_\_ ­­­\_\_\_\_\_\_\_\_\_\_\_

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Department Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Review:

\_\_\_\_ Approved \_\_\_\_ Disapproved

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Vice President for Undergraduate Studies:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Justification Codes:

1. Required course for graduation. (The course is not offered each semester or term, and if canceled, may affect

date of graduation of those enrolled.)

1. Required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses.
2. Course in newly established degree program, concentration, or support area.
3. 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.\*\*
4. First-time offering of the course.
5. Class size limited by accreditation or state licensing standards.
6. Class size limited by availability of laboratory or clinical facilities.
7. Voluntarily offered by a faculty member in excess of the institutional teaching load requirements and for which the faculty member receives no additional compensation.

\*\*If this is a bracketed course, please submit a syllabus for both the undergraduate and graduate courses offered to comply with SACS accreditation requirements.