

TWU REQUEST TO OFFER LOW ENROLLMENT CLASS

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

For the purpose of this request, Small Classes are defined as follows: As of the close of the 4th class day during the fall/spring term or 2nd class day during the summer term, Undergraduate courses with fewer than 12 registrants, 5000-level graduate courses with fewer than eight registrants, and 6000-level graduate courses with fewer than six registrants.

Approve the following course for credit during the _____ semester, 20____:

Academic Component	Course #	Section #	Course Title	Instructor	# of Students as of 4 th (or 2 nd) Class Date

Justification:

Justification Code: _____

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

Academic Component Leader Signature: _____ Date: _____

Dean's Review:

Approved

Disapproved

Dean Signature: _____ Date: _____

Vice Provost for Curriculum and Strategic Initiatives:

VP for CSI Signature: _____ Date: _____

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

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