

# SMALL CLASS PETITION

Please complete the information below:

|  |          |   |          |
|--|----------|---|----------|
| Unique Number  |          | Number of Students Enrolled   |          |
| Course Number  |          | Course Title  |          |
| Instructor's Name  |          | Rank  |          |
| Is this course/Instructor being funded through grants or an endowment? | YES   NO | Has this instructor had a small class approved/cancelled in the past two long sessions? | YES   NO |

Compelling reason(s): (for more information see the Small Class Policy:

[http://www.utexas.edu/cola/academic-affairs/\\_files/pdf/small\\_class\\_policy.pdf](http://www.utexas.edu/cola/academic-affairs/_files/pdf/small_class_policy.pdf) )

1. A required course for graduation
  - \*The course is a specified degree or major requirement.
  - \*The course is not offered each semester, and, if canceled, may affect the graduation date of enrollees.
2. A required course for majors
  - \*The course is a specified degree or major requirement.
  - \*The course should be completed by the students in the current semester to keep proper sequence in courses.
3. A course in a newly established degree program, concentration, or support area
  - \*"Newly established" is defined as having been added during the most recent Undergraduate Catalog.
4. A single section of a multi-section course offering
  - \*The combined enrollment of all sections must be greater than the minimum enrollment requirement.
5. A first-time offering of the course
  - \*Does not apply to each first time offering of an unnumbered topics course.
6. Class size limited by accreditation or state licensing standards
  - \*Documentation should be on file with the Dean's Office.
7. Class size limited by availability of laboratory or clinical facilities
  - \*Closing limit should coincide with the room capacity determined by Facilities Management.
8. Voluntarily offered by a faculty member in excess of the college's teaching load requirement
  - \*The instructor receives no additional compensation in return for offering the course.
  - \*An instructor may not teach more than one small class a semester.

If one of the compelling reasons is not applicable, please provide explanation.

Steps that may be taken to ensure future compliance:

Chair/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_