
College of Science Small Class Teaching Exception Policy

CONTEXT FOR THE POLICY

While small classes can be effective for teaching and are sometimes strategically important, small classes stretch the resources of the college. As good stewards of the student tuition and public resources with which we are entrusted, all faculty are expected to carry a full load of research, teaching and service as outlined in their position description. Teaching of small classes should be examined closely each term and distributed equitably across faculty within a department.

POLICY SUMMARY

The College of Science requires the Dean's approval to offer classes with fewer than 6 students at the graduate level or fewer than 12 students at the undergraduate level. In the case of 4/5xx classes, the graduate section must have 6 students or the total number of undergraduate and graduate students must be 12.

Exceptions may be granted on a case-by-case basis. However, small classes will typically not be counted as part of a faculty member's teaching load or not counted as a full class within that teaching load. Department Heads should track small class enrollment across terms and years and ensure faculty teaching load accurately reflects the class size and there is equity among departmental faculty in class size teaching loads. Departments are expected to keep all faculty at a full teaching load by redistributing efforts to other classes or other terms. Exemptions to this policy are: 1., Courses not taught in-load; 2., Honors sections; 3. First-time offerings; 4. Reading and conference; 5. Internships.

Fourteen days prior to the start of the term, Departments Heads should submit the following information via email to the Dean of the College of Science:

- A list of courses (course numbers and names) in the department that have small enrollments (fewer than 6 students at the graduate level or fewer than 12 students at the undergraduate level)
- Enrollment numbers
- Enrollments numbers for the courses over the past 3 offerings
- When the courses were last offered

- When the courses will next be offered
- Instructors for courses
- Instructor's other courses this academic year
- Any justification for running the courses with low enrollments

The Dean of the College of Science will discuss individual cases of small enrollments with the Department Heads prior to the start of the term. Small enrollment classes without permission are expected to be canceled. Small enrollment classes that show three or more consecutive years of low enrollment will be examined closely.

POLICY HISTORY

Revision Date	Description
08.20.2019	Initial posting to CoS Policy and Processes website
01.20.2020	Revisions to exception request form to specify Dept Head signature
02.27.2023	Revisions to indicate email to Dean and clarifications to policy