
College of Science Small Class Teaching Exception Policy

CONTEXT FOR THE POLICY

As a matter of fairness to all faculty and 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. A sensitive topic is small classes. Small classes can be effective for teaching, are sometimes practically or strategically important, and have their place in both the graduate and undergraduate curriculum. However, small classes stretch the resources of the college, are occasionally a point of criticism of the college, and can make it challenging to justify resources in times of tight budgets.

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 with the understanding that a small number of seminar or specialized classes are necessary for some programs. 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.

A Small Class Teaching Exception Request form:

- should be submitted 14 days before the start of the term
- must be submitted any time a class size falls below the thresholds outlined in this policy
- Classes without permission are expected to be canceled
- Departments are expected to keep all faculty at a full teaching load by redistributing effort to other classes or other terms
- Early in each term the Dean's office will request an updated teaching schedule for all tenure-track faculty
- Automatic exemptions: The following are automatically exempt – 1., Courses not taught in-load; 2., Honors sections; 3. First-time offerings; 4. Reading and conference; 5. Internships.

CoS Small Class Teaching Exception Request

Course(s)- Number(s) and Name(s): [Click or tap here to enter text](#)

Term(s): [Click or tap here to enter text](#)

Enrollment: [Click or tap here to enter text](#)

Instructor: [Click or tap here to enter text](#)

Instructor's Other Classes This Academic Year: [Click or tap here to enter text](#)

Justification: [Click or tap here to enter text](#)

When was class last offered? [Click or tap here to enter text](#)

When will class next be offered? [Click or tap here to enter text](#)

Supervisor: [Click or tap here to enter text](#)

Supervisor's Signature and Date: _____

Approved

Not approved

Dean's Signature and Date: _____

POLICY HISTORY

Revision Date	Description
08.20.2019	Initial posting to CoS Policy and Processes website