Small Class Petitions

A Quick Guide
Overview
What is a “small” class?

- An organized undergraduate course with fewer than 10 registrants
- An organized graduate course with fewer than five registrants
- An organized graduate course meeting with an undergraduate course with fewer than ten undergraduate students or fewer than five graduate students

Long sessions (Fall & Spring)

Summer sessions

- An organized lower-division course with fewer than 20 registrants
- An organized upper-division course with fewer than 15 registrants
- An organized graduate course with fewer than 10 registrants
Is there an easy way to view small classes? Yes, for long sessions you can use the CS command in NRRECS.

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What can be done to avoid a cancellation?

Change the timeline

- The department may determine the course can “make” at a different meeting day/time.

Review cross-listings

- The department may determine that the course is missing cross-listings. It should inform those units to add a section.
- The department may determine its seat allocations are not providing for optimal enrollment. It could offer full sections more seats.

Have the instructor replace the course or switch to another section

- The department may determine to cancel the course after the initial registration period and have the instructor teach a different currently scheduled course or add a course that may have greater student demand.

Submit a petition

- The department may submit a petition if it meets at least one of the “compelling reasons”. 
Compelling Reasons
And Their Interpretations
Compelling Reasons 1 & 2

1. A required course for graduation
   • The course is not offered each semester, and, if canceled, may affect the date of graduation of those enrolled.
   • The course is a specified degree or major requirement.

2. A required course for majors
   • The course should be completed by students in the current semester to keep proper sequence in courses.
Compelling Reasons 3 & 4

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.
Compelling Reasons 5 & 6

5. A first-time offering of the course
   • This 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 course.
- An instructor may not teach more than one small class a semester.
Petition Process
What information should I include in a petition memo?

1. Unique and course number
2. Course title
3. Instructor name and rank
4. Number of students enrolled
5. The compelling reason(s) and how it qualifies
6. Whether or not course/instructor is being funded through a grant account
7. Steps being taken to ensure future compliance
What are the deadlines for petitions?

- By first class day
- Every morning thereafter until either the 5th class day for a long session or the 2nd class day for a summer session
- Petitions are needed for every small class, even those that meet at least one of the compelling reasons
What happens if a petition is not approved?

The department should inform the instructor that the class will be canceled and arrangements will need to be made to teach an “overload” the next long session.

The students enrolled need to be informed by the professor or advisor.

The course scheduler needs to submit a CSU to cancel the course.

The instructor’s appointment (depending on rank/title and session) may need to be reduced or canceled.