

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)

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: _____