



# Small Class Petitions

A Quick Guide



Overview

# + What is a “small” class?

## Long sessions (Fall & Spring)

- 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

## 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.

```
NRRECS                DISPLAY OF POSSIBLE SMALL CLASSES                NRMPCS01

ENTER DESIRED DEPARTMENT ABBREVIATION  his

ENTER DESIRED YEAR AND SEMESTER CODE   092

PRESS PF4 TO RETURN TO THIS SCREEN
PRESS PF5 TO RETURN TO CM MENU SCREEN
PRESS PF7 TO RETURN TO MAIN MENU SCREEN
PRESS PF8 TO EXIT NRRECS
```

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```
NRRECS                DISPLAY OF POSSIBLE SMALL CLASSES                NRMPCS02

092 HIS  372L  39295   7    5        IND INST?
092 HIS  372M  39300   1    5        IND INST?
092 HIS  382T  39370   2   999      IND INST?
092 HIS  382U  39375   1   999      IND INST?
092 HIS  383C  39390   4    10
092 HIS  389   39445   3    10
```

# + 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.

## + Compelling Reasons 7 & 8

### 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 5<sup>th</sup> class day for a long session or the 2<sup>nd</sup> 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.