You may type in this form. Click on the field, or use your TAB key to navigate the fields.

CLEAR FORM

PRAIRIE VIEW A&M UNIVERSITY
Prairie View, Texas
REPORT ON SMALL CLASSES

Date: _____ **Term:** Select One Select One

We are required by law to report to the Board of Directors, for approval of their continuation, all small classes (**undergraduate classes of less than 12 students and graduate classes of less than 7 students**). **Use one form and include each small class for the department, if you need more lines, attach an additional form.**

College: Select One

Department: Select One

Course Number	Section Number	CRN Number	Enrollment Number	Justification Code	Approved by Dept. Head		Approved by Dean	
					Yes	No	Yes	No
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐
				Select One	☐	☐	☐	☐

Recommended By:

_____
Department Head

_____
Dean of the College

Approved By:

_____
SVPAA or Designee

JUSTIFICATION CODES

Justification codes for the continuation of small classes: (small classes which meet the requirements of Any one of the codes listed below may be authorized to be taught as small classes by the institution's governing board.)

1 - Required course for graduation. (The course is not offered each semester or term, and if canceled, may affect date of graduation of those enrolled.)

2 - Required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses.

3 - Interdepartmental (cross-listed) courses taught as a single class by the same faculty at the same station provided that the combined courses do not constitute a small class.

4 - Course in newly established degree program, concentration, or support area.

5 - First time offering the course

6 - Class size limited by accreditation or state licensing standards.

7 - Class size limited by availability of laboratory or clinical facilities.

8 - Course voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member received no additional compensation.

Please complete the form, print it out for Department Head and Dean recommendations and signatures and then submit to the Office of Academic Affairs through the document tracking system. The form can be uploaded once signed and the original does not need to be brought to the office.