



# REQUEST TO OFFER LOW-ENROLLMENT ORGANIZED CLASSES

## Office of the Provost

This form is to be used for classes that do not meet the minimum enrollment requirement but need to be offered. Minimum enrollment will be set by Provost per term.

Dept: \_\_\_\_\_ Term:      Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ May \_\_\_\_\_ Sum \_\_\_\_\_

PTRM	CRN	SUBJ	CRSE	SEC	Instructor	Enrollment	Code	Dean Approval		Provost Approval	
								Y	N	Y	N

**Justification Codes:**

- 1.) This course is specially required for at least one student to fulfill his/her degree plan in order to graduate this semester and no other course being offered can reasonably be substituted for it (the name of the student and TAMU ID of the student must be listed below).
- 2.) Required course for majors in this field and should be completed this semester to keep the required sequence of courses or to meet prerequisite requirements of required courses in the degree.
- 3.) Course in newly established degree program, concentration, or support area.
- 4.) First-time offering of the course.
- 5.) Class size limited by accreditation or state licensing standards.
- 6.) Class size limited by availability of laboratory or clinical facilities.

**Additional Comments/Justifications:**

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**Department Chair's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Provost's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Registrar's Office Use Only

SSASECT Changed to "C"?      Yes      No      Student(s) Contacted?      Yes      No

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_