

**ELIZABETH CITY STATE UNIVERSITY**  
**DIVISION OF ACADEMIC AFFAIRS**  
**OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

**Waiver of Minimum Class Enrollment Policy**

The following course has been deemed a “small class” as defined by the Minimum Class Enrollment Policy. Permission is being requested to offer this course because it

- \_\_\_\_\_ is a required course for graduation (the course is not offered each semester and, if canceled, may affect the date of graduation of those enrolled);
  
- \_\_\_\_\_ is a required course for majors in this field and should be completed in a given semester in order to keep the proper sequencing of courses;
  
- \_\_\_\_\_ is a course in a newly established degree program, concentration, or support area;
  
- \_\_\_\_\_ is the first time offering of a course;
  
- \_\_\_\_\_ is part of an interdepartmental (cross – listed) course taught as a single class by the same faculty at the same station and the combined courses do not constitute a small class;
  
- \_\_\_\_\_ is a class size – limited by accreditation or state licensing standards;
  
- \_\_\_\_\_ is a class size – limited by the availability of laboratory or other facilities; or
  
- \_\_\_\_\_ is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

COURSE TITLE: \_\_\_\_\_

SEMESTER TO BE OFFERED: \_\_\_\_\_

DEPARTMENT CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED       NOT APPROVED

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Provost and Vice Chancellor or Designee