SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Small Section Limitation
NUMBER: 2:6

1. Purpose

The purpose of this policy and its procedures is to specify the required minimum enrollments in courses by level and outline the related course/section management process.

2. Policy

a. No Selected Instructional method section with fewer students than the following minimums may be offered or used to generate the small section report:
   i. Undergraduate course sections (100-400 level) with fewer than 10 students
   ii. Dual-listed course sections (400/500) with fewer than 10 students
   iii. Graduate course sections (500-600) with fewer than 7 students
   iv. Graduate course sections (700-800) with fewer than 4 students

b. Instructional methods types which are selected for monitoring include the following:
   i. D (Discussion/recitation)
   ii. E (Seminar)
   iii. H (Large Ensemble)
   iv. K (Alternative Laboratory (unless on the small lab exemptions list))
   v. L (Laboratory (unless on small lab exemptions list))
   vi. P (Physical Education Activity)
   vii. R (Lecture)

c. Instructional methods types which are NOT selected for monitoring include the following:
   i. A (Studio/Small Group Instruction/Small Ensemble)
   ii. B (Competency-based/Self-Paced Study)
   iii. C (Clinical Laboratory)
   iv. G (Clinical Experience)
   v. I (Independent Study)
   vi. J (Design/Research)
   vii. M (Private Instruction)
   viii. O (Restricted PE Activity)
   ix. Q (Tracking)
   x. S (Internship/Practicum)
   xi. T (Thesis)
   xii. U (Thesis/Research Sustaining)
   xiii. W (Workshop)
d. Small Lab Exemptions from Selected Instructional Methods minimums for the University:

   i. ABE 343  Engineering Properties of Biological Materials
   ii. ABE 444/454  Unit Operations of Biomaterials Process
   iii. ABE 463  Instrumentation
   iv. ABE 464  Monitoring & Controlling Agriculture and Biological Systems
   v. ABE 763  Instrumentation
   vi. ABS 705  Research Methodologies
   vii. AST 202/202L  Construction Techniques and Materials
   viii. AST 443  Food Process and Engineering Fundamentals
   ix. CEE 311  Structural Materials Lab
   x. CHEM 342L  Physical Chemistry Lab I
   xi. CHEM 344L  Physical Chemistry Lab II
   xii. CHEM 348L  Biophysical Chemistry Lab
   xiii. EE 245L  Digital Systems Laboratory
   xiv. EE 300L  Basic Electrical Engineering I Lab
   xv. EE 347L  Microcontroller Systems Designs Lab
   xvi. EE 540L  VLSI Design
   xvii. GE 225  Survey of Machine Tool Applications
   xviii. MNET 131  Machine Technology
   xix. MNET 334  CAM/CNC
   xx. NFS 351  Principles of Food Processing
   xxi. NFS 360  Food Chemistry
   xxii. NFS 450/550  Food Analysis
   xxiii. NFS 451/551  New Food Product Development & Lab
   xxiv. NFS 634  Techniques in Food and Nutrition Research
   xxv. PHYS 316  Measurement Theory and Experiment Design
   xxvi. PHYS 318  Advanced Laboratory I
   xxvii. PHYS 418  Advanced Laboratory II
   xxviii. PS 362  Environmental Soil Management
   xxix. PS 704  Viral and Bacterial Disease Plants
   xxx. PS 743  Physical Properties of Soil
   xxxi. PS 785  Soil and Plant Analysis
   xxxii. VET 223/223L  Anatomy & Physiology of Domestic Animals

e. Courses will be cancelled by the Registrar’s Office no later than census date unless an exception is recommended for approval by the Office of VPAA and approved by the President. Exceptions to this policy require justification by the President to the SDBOR.

f. An absolute maximum of 3% exception rate will be approved for fall and spring terms. Summer term is exempt from the policy.

g. Only state support courses are monitored for minimum enrollment per this policy. Self-support courses are monitored and offered when cost recovery has been met.

3. Procedures

   a. The list of small sections will be sent to all college deans (or designee) by the Registrar’s Office 5 working days prior to the first day of classes. The deadline for submitting requests for exceptions is one working day prior to the census date.
b. Each college is expected to monitor the percent of exceptions requested to adhere to the 3% maximum.

c. Those courses that have not been granted an exception by census date will be cancelled.

d. Students enrolled in the cancelled courses must work with their academic advisor to identify an additional course to add (if needed).

4. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor, or designee is responsible for bi-annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of modifications to this policy and its procedures.

SOURCE: Approved by President on 09/04/2013.