

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Small Class Sections

**NUMBER:** Policy II-2

---

South Dakota Board of Regents policy limits the number of low enrollment sections that may be authorized.

1. Undergraduate Classes:  
Undergraduate classes with monitored schedule types with fewer than ten enrollments will be cancelled prior to the fifth day of classes unless written approval has been granted by the Provost/Vice President for Academic Affairs.
2. Graduate Classes:  
Graduate classes with monitored schedule types with fewer than seven enrollments will be cancelled prior to the fifth day of classes unless written approval has been granted by the Provost/Vice President for Academic Affairs.
3. Dual Listed Courses  
Courses dual listed at the 400/500 level are treated as undergraduate classes if any undergraduates are enrolled and as graduate classes if only graduate students are enrolled.
4. Department heads wishing to continue the teaching of small sections beyond the fourth day of classes will justify the need for teaching such sections in writing to the Provost/Vice President for Academic Affairs prior to the end of the fourth day of classes.
  - A. Not later than the end of the fourth day of classes, the Provost/Vice President for Academic Affairs will either approve or disapprove the offering of any small sections recommended by department heads.
  - B. Small section courses will not normally be offered for enrollment consecutive semesters.
5. Not later than the seventh day of classes, the Provost/Vice President for Academic Affairs will prepare a summary report of small section offerings, to include the previous two years, and provide a copy to the President. This report will include all small sections, the frequency of offerings, the frequency of small section actions, fourth day enrollment, and a summary of the number of times small sections were approved.

**SOURCE:** Office of the Vice President, July 1991; Office of the Vice President for Academic Affairs, Oct. 2001; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009 BOR Reference: Policy 5:17,  
<https://www.sdbor.edu/policy/documents/5-17.pdf>