

**Attachment 6**  
**Proposed Changes to University Handbook**  
**Section F52: Minimum Class Size**  
**Approved by Faculty Affairs on September 1, 2009**

Rationale: The Board of Regents do not set the standards for minimum classroom size therefore reference to them is being removed.

University Handbook, Section F:  
Instruction: Academic Procedures

- F52** Class size. It is expected that scheduled classes will be offered. When, however, enrollments are below minimums, ~~detailed in section F53-F58 of the Handbook, established by the regents,~~ classes are subject to cancellation, ~~and students enrolled in these classes should be reassigned. Any classes below the minimums that are recommended for continuation must be justified by the department head and approved by his/her dean and the provost. The following are the established minimum enrollments:~~
- F53** Classes or sections, under a single instructor, in basic freshman subjects, may not be continued when the enrollment is below 15.
- F54** Classes for courses above the basic freshman level, if neither vocational in character nor laboratory courses, must have an enrollment of ten or more in order to be continued.
- F55** Laboratory courses or courses that are vocational in character must have an enrollment of seven or more for undergraduate credit or three or more for graduate credit to be continued.
- F56** Classes or courses numbered from 500 through 799 may be continued regardless of class size if 50 percent or more of the students enrolled are graduate students, provided the number of graduate students is more than two.
- F57** Classes for courses numbered 800 to 999 have no minimum enrollment limit.
- F58** Courses scheduled as Individual Instruction, Problems, Research, etc., and taught by appointment are not restricted by a minimum enrollment limit. However, students may not be assigned to these to evade minimum class-size provisions.
- F59** Maximum class sizes are governed by the requirements of optimizing teaching and learning conditions and frequently by the physical facilities available.
- F60** Duration of class. Class and lecture periods normally last 50 minutes in the regular semester and 60 minutes during the summer term. Longer periods are sometimes provided, particularly when fewer meetings in the week are scheduled. Graduate seminars are commonly scheduled for longer periods, at the discretion of the department.
- F61** Absence of instructor. Unless notified of late arrival of the instructor, a class is excused after waiting ten minutes for the instructor to appear. An instructor will not be absent without notification unless the situation is an emergency. Arrangements will be made for a substitute or some other procedure when the instructor knows in advance that he/she will be unable to meet the class.
- F62** Class attendance. Class attendance policies shall be determined by the instructor of each course. Instructors will determine the manner in which missed class work and examinations may be made up.
- F63** Class dismissal. Each year K-State schedules and sponsors various convocations, lectures, and similar functions considered to be of significant educational value to students and faculty. The determination of whether or not to dismiss classes to allow students to attend these events is made by the class instructor. This is not in conflict with the Kansas Board of Regents' policy statement of June 19, 1970. (See [Appendix D.](#)) Classes may not be dismissed except for events scheduled and officially sponsored by the university.

Effective: Upon approval