

**THE UNIVERSITY OF TEXAS AT ARLINGTON**  
**Request for Temporary Change of Course Instruction Type**

**Undersized Section:**

Course: \_\_\_\_\_ Sec: \_\_\_\_\_ Semester: \_\_\_\_\_

Enrollment: \_\_\_\_\_ Permanent Instruction Type: \_\_\_\_\_

Requested temporary (one semester) instructor type: \_\_\_\_\_

Explanation: \_\_\_\_\_

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*Texas Higher Education Code, Section 5.403, defines undersized classes as undergraduate level course with fewer than 10 students enrolled and graduate level courses with fewer than five student enrolled.*

The Texas Higher Education Coordinating Board requires that every class have one of the following Instruction Types:

Organized Classes: Lecture, Lab, Seminar

Individual Instruction Classes: (not required to have a minimum enrollment)

\_\_\_\_\_ Independent Study – including conference courses, individual problems courses, etc.

\_\_\_\_\_ Private Lesson – for private music or other private instruction

\_\_\_\_\_ Practicum – refers to student teaching, internships, work-study, cooperative education and similar activities

\_\_\_\_\_ Self-Paced – includes audio-tutorial and similar types of individualized instruction

Teaching Workload points are calculated differently for Individual Instruction Classes. See University policy.

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

**Forward requests to the Senior Vice Provost before the Census Date of a semester.**

\_\_\_\_\_  
Approved, Senior Vice Provost

\_\_\_\_\_  
Date

**Change Entered:**

\_\_\_\_\_  
Registrar's Office

\_\_\_\_\_  
Date

**Forward request to Michael K. Moore, Senior Vice Provost, Fax 2-3400.**