

Class Maximum Request Form

This form should be used to request a class size for a new and/or existing course. The requestor must acquire the signature of all unlimited full-time and unlimited part-time faculty credentialed to teach the course.

Faculty Requestor Name: Wes Taylor Current Date: Feb. 16, 2018

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
ART 240 Digital Photography 2

New Course Proposed Class Size: 25

Existing Course Current Class Size: 25 Proposed Class Size: _____

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):
Semester 1 ²¹ _____ Semester 2 ²² _____ Semester 3 ²¹ _____

Method of Delivery (circle appropriate) Face-to-Face _____ Online _____ Hybrid _____

Effective Semester (circle one): Fall FY20__ Spring FY20 19 Summer FY20__

Rationale for requested class maximum size:

This course is being renumbered from ART 180 to ART 240. There is no change in the class max just a new course because of the prefix numbering

Instructional Cost Study for program/CIP code (Insert or Attach) (See Research, Planning & Grants Office, Vice President of Finance & Facilities, or Deans Office.):

NA

Faculty Signatures (All unlimited full-time and unlimited part-time faculty credentialed to teach the course. MSCF seniority roster can be found at <http://southcentral.edu/hr-a-college-relations/resources-a-forms.html> (if needed, add additional page)

Printed Name Wes Taylor Signature [Signature] Date: 2/16/2018

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director [Signature] Date: 3/23/18

Vice President of Student and Academic Affairs Office Use Only

VPSAA (Initial each area) Faculty Credentials Verified Instructional Cost Study Data Verified _____
Signature of V.P. of Student and Academic Affairs [Signature] Date: 3/10/18

Following Shared Governance Approval

Signature of President _____ Date: _____