

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: John Smith Current Date: 9/5/17

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
WELD 1007 Blueprint Reading for Welding

New Course Proposed Class Size: _____

Existing Course Current Class Size: 18 Proposed Class Size: 24

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):

Semester 1 Fall 17: 18 Semester 2 Spring 17: 11 Semester 3 Fall 16: 14

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

Effective Semester (circle one): Fall FY20 Spring FY20 18 Summer FY20


Rationale for requested class maximum size

This class is lecture based, so can handle a larger size than the lab based Welding courses, where we have limited lab space and equipment. There is currently a waiting list for students to begin the program, so by allowing more students to begin with this class, we won't have to turn so many students away or make them wait a whole semester to begin the Welding Diploma program

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

Welding FY16 SCC Cost Study:
 LD FYE: 26.43 DTA: Cost per FYE: \$7,003 Tuition Generated per FYE: \$126,554
 MNSCU Floor: \$2938 MNSCU Ceiling: \$3,591 SCC: \$2,629

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 John Smith Signature  Date: 9/5/2017

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Printed Name _____ Signature _____ Date: _____

Signature of Dean/Director  Date: 9/14/17

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  Date: 9-22-17

Following Shared Governance Approval

Signature of President _____ Date: _____

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Faculty Requestor Name: John Smith Current Date: 9/5/17

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)
WELD 1011 Welding Safety

New Course Proposed Class Size: _____

Existing Course Current Class Size: 18 Proposed Class Size: 24

Existing Course: Submit three semesters of enrollment data (See Research, Planning & Grants Office or Registrar's Office):

Semester 1 fall 17 & 18 Semester 2 Spring 17: 11 Semester 3 fall 16: 13

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Printed Name John Smith Signature  Date: 9/5/2017

Printed Name _____ Signature _____ Date: _____

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Signature of Dean/Director  Date: 9/14/17

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Signature of President _____ Date: _____