

### 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: Katie Hueper Current Date: 10/13/15

Course Designator, Number, and Title (i.e.: OTEC, 1820, Business English)  
GEOG 104: Intro to Weather & Climate

New Course Proposed Class Size: 35

Existing Course Current Class Size: \_\_\_\_\_ Proposed Class Size: 35

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

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

Effective Semester (circle one): Fall FY20  Spring FY20 16  Summer FY20

**Rationale for requested class maximum size**

Class max should remain at 35 students. Within MnSCU the same class is being offered with similar enrollment caps, in evidence: MSU, Mankato has a class max at 40, Bemidji State has a max of 30 and Itasca Community College has a max of 25. Thus, the class max of 35 for SCC is justified.

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

The average cost for a geography course offered at SCC was \$1,955 in FY15 while the average cost of such a course within MnSCU was \$1,199 and \$1,466. Thus, the reason for the requested class size to bring GEOG courses closer to being within the average cost range.

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 Katie Hueper Signature *Katie Hueper* Date: 10/14/15

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean/Director *[Signature]* Date: 10/16/15

**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: 10/14/15

**Following Shared Governance Approval**

Signature of President \_\_\_\_\_ Date: \_\_\_\_\_