

## Class Maximum Request Form

This form should be used to request a class size for a new/existing course. The requestor must acquire the signature of all full/part-time unlimited faculty credentialed to teach the course (See course prefix). This can be verified by reviewing the current MSCF Seniority Roster.

**Requestor Name:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_

**Course Designator, Number, and Title** (i.e.: OTEC, 1820, Business English)

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**New Course Proposed Class Size:** \_\_\_\_\_ **New Course Default Class Size:** 24 (48/24)

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

**Existing Course: Submit three semesters of enrollment data** (See Research & Planning or Registrars Office):

Semester 1 \_\_\_\_\_ Semester 2 \_\_\_\_\_ Semester 3 \_\_\_\_\_

**Method of Delivery (circle one) \***      Face-to-Face                      Online                      Hybrid

**\*\*\*Note: (The next two areas are required for Existing Course only.)**

**Rationale for change in class size.**

**Instructional Cost Study (Insert or Attach)** (See Research & Planning, Controller, or Dean Offices):

**Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course here:)**

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

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

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

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

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

**Signature of Dean/Director \*** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean/VPSAA Verified \*** Faculty Credentials \_\_\_\_\_ Instructional Cost Study \_\_\_\_\_ Cabinet Review \_\_\_\_\_  
(Initial each area)

**Signature of President (or Designee) \*** \_\_\_\_\_ **Date:** \_\_\_\_\_