

# Class Maximum Change Request

Current Date: \_\_\_\_\_

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

Current Class Size: \_\_\_\_\_

Proposed Class Size: \_\_\_\_\_

**Method of Delivery:**

Face-to-Face

Online

Hybrid

**Enrollment numbers** for the past three semesters the course was offered:

Semester 1 \_\_\_\_\_

Semester 2 \_\_\_\_\_

Semester 3 \_\_\_\_\_

**Rationale for change in class size to include student success:**  
\_\_\_\_\_

**Instructional Cost Study (Insert or attach):**  
\_\_\_\_\_

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

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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