

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: _____ **Current Date:** _____

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

Method of Delivery: Face-to-Face Online Hybrid

Effective Semester: Fall FY 20___ Spring FY 20___ Summer FY 20___

NEW COURSE Proposed Class Size: _____

OR EXISTING COURSE Current Class Size: _____ Proposed Class Size: _____

Submit three semesters of enrollment data (See Strategic Enrollment and Institutional Effectiveness Office or Registrar's Office)

Semester 1: _____ Semester 2: _____ Semester 3: _____

Faculty Signatures of all unlimited full-time and unlimited part-time faculty credentialed to teach the course:
(if needed, add additional page)

Printed Name: _____ **Signature:** _____ **Date:** _____

Printed Name: _____ **Signature:** _____ **Date:** _____

Printed Name: _____ **Signature:** _____ **Date:** _____

Printed Name: _____ **Signature:** _____ **Date:** _____

Printed Name: _____ **Signature:** _____

Faculty Credentials Verified - Instructional Cost Study Data Verified

Signature of VP of Academic Affairs: _____ **Date:** _____

Shared Governance Meeting Date: _____ Action: _____

Shared Governance Meeting Date: _____ Action: _____

Signature of President: _____ **Date:** _____