Class Size Exception Request

While the primary basis for determining course enrollment maximums involves pedagogical factors and instructional excellence, the realities of budget constraints and institutional sustainability must also be considered since funding is based on enrollment. Adapted from ASCCC, 2012 *Setting Course Enrollment Maximums: Process, Roles, and Principles*

College: Columbia   MJC   Date: [   ]

Division: [   ]   Discipline: [   ]

Course Prefix & Number: [   ]   Course Name: [   ]

Cross-listed course: Yes   No   If yes, list: [   ]

Course Outline of Record: Lecture Hours [   ]   Lab Hours [   ]

Teaching Modality (check all that apply):   Face-to-face   Hybrid   Online

Submitted by: [   ]

Note: The standard contractual maximum class size is XX students.

Current maximum class size: [   ]   Requested maximum class size: [   ]

Provide justification for an exception to maximum class size based on the criteria below. Link to mandate or regulation **AND** provide link to reference source.
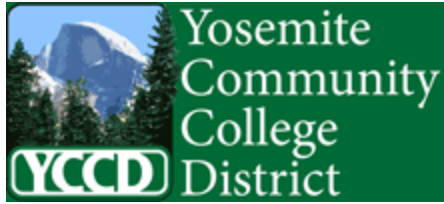
Mandate or regulation
(Provide link to reference source)

Safety Considerations
(review criteria on back of form
 PRIOR to completing this section)

Pedagogy
(review criteria on back of form
 PRIOR to completing this section)

Mandate or Regulation

- Ability to comply with specific accreditation or relevant external requirements and standards

Safety Considerations

- Ability of faculty to effectively supervise students (especially in lab related courses)
- Ability of faculty to teach, monitor, and correct student skill levels (especially in CTE related courses)
- Ability of faculty to effectively serve students in the event of an accident as a result of student performance

Pedagogy

- Ability to effectively follow the COR as approved
- Ability to maintain appropriate rigor of course requirements
- Ability to effectively assess summative and formative level outcomes
- Ability to effectively determine the originality or authenticity of student work
- Ability to maintain effective interaction with students
- Ability to work with individual students
- Ability to monitor the collaborative work of student groups
- Ability to properly address the various skill levels of students