

## Petition for Establishing/Amending Class Enrollment Maximum

All sections of this proposal need to be addressed. If it does not apply, please write N/A. Attach the current Course Outline of Record (COR) and a representative course syllabus.

COURSE CODE	COURSE TITLE		
CREDIT	UNITS	CONTACT HOURS PER COR:	LECTURE
NON-CREDIT			
APPRENTICESHIP			LAB
UPPER DIVISION			
WORK EXPERIENCE			

  

PROPOSED CLASS CAPACITY	Fill in the proposed class cap for each modality. If not offered in that modality, write N/A.		
NEW	FACE-TO-FACE	ONLINE - Asynchronous	ONLINE-Synchronous
REVISION	CURRENT	CURRENT	CURRENT
(check only one)	PROPOSED	PROPOSED	PROPOSED

### JUSTIFICATION

#### I. Method of evaluation at class time (at least one required)

Which methods of in-class evaluation below are a required part of this course that may justify the proposed class size? (check all that apply)

PERFORMANCES	GROUP WORK (MONITORED)	OTHER
LABS	PROJECTS	
DEBATES	MANIPULATIVE ACTIVITIES	
STUDENT CONFERENCES	FIELD TRIPS	
PRACTICUM	FIELD WORK	
INDUSTRY CERTIFICATION	ORIGINAL SCIENTIFIC RESEARCH	

#### II. Method of evaluation outside of class (at least one required)

Please check all types of graded assignments required for the course.

PAPERS/CASE	PROJECTS	OTHER
STUDIES WRITTEN	PORTFOLIOS	
EXAM JOURNALS	LAB MANUALS	
FIELD TRIPS	FIELD WORK	
PERFORMANCES	QUIZZES	

#### III. Safety and legal codes (if applicable)

If your course requires a limited class size due to safety issues, legal mandates, accrediting agencies, and/or industry restrictions and/or recommendations (e.g. apprenticeship, CTE technical advisory committee), please explain below:

**IV. Equipment/Facilities (if applicable)**

If your course requires equipment for each student or student group (e.g. computers, easels, Bunsen burners, etc.), for which there is limited supply or if there is limited space to accommodate students, please explain below:

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**V. Supporting data (required)**

Briefly explain any current, reliable data that supports your class cap proposal. Attach any supporting documents, such as advisory board minutes, and/or provide a URL. (Data can be local, statewide, and/or national, including dept. enrollment, completion, success data trends)

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**VI. Pedagogy (required)**

Briefly explain how your proposed class cap will support your pedagogy. For example, this may include the ability to effectively assess summative and formative level student learning outcomes, determine the originality or authenticity of student work, maintain effective interaction with students, work with individual students, monitor the collaborative work of student groups, and/or properly address the various skill levels of students.

**VII. Agreement Status (for Division Deans only)**

Was a mutual agreement reached between Department Chair and Division Dean?

YES

NO      If no, please provide rationale below and attach any supporting data.

DEPARTMENT CHAIR

(SIGNATURE)

DATE

DIVISION DEAN

(SIGNATURE)

DATE