



**St. Cloud Technical College
Policies and Procedures
Chapter S3 – Educational Polices**

S3.1.1 Procedure
S3.1.F1

S3.1 Maximum Course Size Policy

(in reference to Article 11, Sec. 1, Subd. 10 of the 2005-2007 MSCF contract)

Update Revision Responsibility: Vice President of Academic Affairs

Initial Maximum Course Size:

When a new course is developed, a maximum course size must be established.

All faculty members that would be affected by the change will be consulted when establishing the maximum course size. This may be at the program, department or department discipline group level. In the absence of a non-probationary faculty, two faculty executive board members, in consultation with the probationary faculty and the appropriate dean, will establish the maximum course size.

Changing Maximum Course Size:

The maximum course size may be increased or decreased if there is sufficient reason.

All faculty members that would be affected by the change must be consulted when changing the maximum course size. This may be at the program, department or department discipline group level.

Faculty Senate President:

Date: 3/14/08

College President:

Date: 3/12/08

Date of Adoption:

Date of Implementation: 3/12/08

Date repealed or replaced:



**St. Cloud Technical College
Policies and Procedures
Chapter S3 – Educational Policies**

S3.1.1 Maximum Course Size Procedure

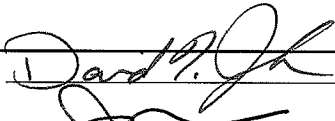
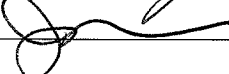
Initial Maximum Course Size:

- 1) The initial maximum course size must be entered in the appropriate location on the “New Course Proposal Worksheet”.
- 2) Form S3.1.F1 will follow the procedure.

Changing Maximum Course Size:

- 1) To request a maximum course size change, a faculty member must fill out form S3.1.F1 (Maximum Course Size Change Form).
- 2) A representative of the program, department or department discipline group must contact the local faculty union president to be put on the agenda of the Faculty Senate.
- 3) The faculty representative will be notified when their maximum course size change request will be addressed by the Faculty Senate and a representative must be at the meeting to answer any questions. The Faculty Senate President will forward the request form to the office of the Vice President of Academic Affairs.
- 4) If the change is accepted, the Vice Presidents office will notify the Registrar’s Office, the appropriate Dean’s Office\,s, and the faculty listed on form S3.1.F1.

Note: If the change is accepted, it will go into effect according to the current MSCF contract. (Article 11, section 1, subd. 10 of the 2005-2007 MSCF contract)

Faculty Senate President:  Date: 3/14/08
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Maximum Course Size Change Request Form **Form:S3.1.F1**

Course Number & Name: _____

Current Max.: _____ Proposed Max.: _____

Rationale for changing course maximum:

Signatures of faculty affected by change:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In consultation with: _____

(Dean's signature/s)

___ Approved ___ Not Approved

Vice President of Academic Affairs _____ Date _____

Rationale: _____

Effective Date of change: _____

(refer to current contract between MnSCU and MSCF)

Faculty Senate President: _____ *Date:* _____

College President: _____ *Date:* _____

Date of Implementation: 3/12/08