

Class Caps Revision Process

(May 2025)

Process for Faculty to Request a Change in Class Capacity

- 1. Review Institutional Guidelines**
 - o Ensure the request aligns with accreditation requirements, pedagogical needs, and available resources.
 - o Ensure change will not violate Collective Bargaining Agreement language.
- 2. Prepare a Justification**
 - o Identify specific reasons for the request (e.g., instructional quality, classroom changes, safety concerns, workload requirements).
 - o Gather supporting data from the office of Research and Planning, such as COR requirements, student performance requirements, comparative class sizes, and workload analysis.
- 3. Consult with Department Faculty & Chair**
 - o Discuss the request with the Department faculty and Chair to gain consensus for change.
- 4. Draft a Formal Request**
 - o Write a formal email or memo to the Vice President of Instruction.
 - o Include:
 - Course details (course name, section, current capacity).
 - Justification with supporting evidence.
 - Proposed new capacity and rationale.
 - Endorsements from department leadership (if applicable).
- 5. Submit the Request**
 - o Send the request to the Vice President of Instruction with copies to the Department Chair and Dean.
- 6. Follow-Up and Discussion**
 - o Attend any requested meetings to discuss the request.
 - o Be prepared to adjust the proposal based on administrative feedback.
- 7. Receive and Implement Decision**
 - o If approved, determine who will make the request for the schedulers to update the course cap.
 - o If denied, seek feedback for potential revisions or alternative solutions.