Course Class Maximum Form

Los Medanos College 2700 East Leland Road Pittsburg CA 94565 (925) 439-2181

Course (number and title):_____

☐ **New course** ☐ **Existing course** **If existing, present maximum ___**

Proposed class maximum ___

Brief rationale:

_____ _____ _____

Originator **Department Chairperson** **UF Vice President***

(Two signatures required; *UF VP will sign off only if there is no department chair)

Form received on: _____ **(process to be completed within 30 days)**

___ Management agrees with proposed maximum.

___ Management does <u>not</u> agree with proposed maximum.

_____ _____

Dean/ Sr. Dean **Vice President**

Consultation meeting held with department on _____.

Class maximum of ___ agreed to at consultation meeting.

Agreement <u>not</u> reached. Management sets class maximum at ___.

_____ _____

Dean/ Sr. Dean **Vice President**

Process completed on:_____

Course outline forwarded to Curriculum Committee on _____.