## Lawrence University

## request for CLASS ENROLLMENT LIMIT

Class enrollment limits are approved by the Instruction Committee. Requests that conform to typical limits may be approved by the Associate Dean of the Faculty (chair) on behalf of the committee. Other requests are brought to the full committee for review.

*To request a limit, seek approval from the department chair or program director, complete the form below, and email it to the Associate Dean of the Faculty (**assoc\_dean\_fac@lawrence.edu**).*

|  |
| --- |
| **INSTRUCTOR & COURSE INFORMATION** |
| **Instructor:**       | **Date:**       |
| **Course subject, number, & title:**       |
| **Course description** (as it appears in the catalog):       |
| **Next offering:**       | **Frequency of offering:**       |

|  |
| --- |
| **REQUESTED ENROLLMENT LIMIT** *(check one and fill in number)* |
| **Reason** | **Typical Limit** | **Requested Limit** |
| [ ]  | The class is an introductory course with high demand. | 35 to 45 |       |
| [ ]  | The class is being taught in a specialized classroom with advanced technology, such as an active learning classroom. | 30 to 40 |       |
| [ ]  | The class is an introductory or intermediate language course (101, 102, 201, or 202) *(default limit of 20)*. | 20 |       |
| [ ]  | The class is designated as writing-intensive (W) or speaking-intensive (S) *(default limit of 20)*. | 20 |       |
| [ ]  | The class uses discussion, group presentations, or another pedagogy for which a limited class size is necessary. | 16 to 24 |       |
| [ ]  | The class includes fieldwork or travel. | 16 to 24 |       |
| [ ]  | The class has limited workspaces or equipment, such as for a laboratory or studio course. | 12 to 24 |       |
| [ ]  | The class is a capstone course for the major. | 12 to 20 |       |
| [ ]  | Other *(provide explanation below)* |  |       |

|  |
| --- |
| **Explanation** *(required for “other” or limit outside typical range)* |
|       |

|  |
| --- |
| **Limit applies to** *(check one)* |
| [ ]  | Course | [ ]  | Lab sections |

|  |
| --- |
| **Duration** *(check one)* |
| [ ]  | Always | [ ]  | Term/year:       |

|  |
| --- |
| **Department or program review** *(check box to indicate chair or director approval)* |
| [ ]  | This request has been reviewed and approved by the department chair or program director. |

|  |
| --- |
| **APPROVED ENROLLMENT LIMIT** |
| Class enrollment limit of  approved by the Instruction Committee on      . |

Last updated: Feb 12, 2019