

**Office of the Provost
Course Limit Worksheet**

Class size is an important aspect of insuring high levels of quality, interaction, effectiveness, and efficiency in Northwest's academic programs. To this end, some courses are recognized as being of such a nature as to warrant a limitation on the allowed size. This worksheet is intended to define the implications of any class size limitation decisions.

Working assumptions:

1. Limiting class size has direct implications on the department's budget, faculty load, classroom utilization, and time for students to graduate.
2. Class size limitations should be the decision of the department, the school/college, and the Provost based on the instructor's recommendation.
3. Class sizes should be established equally for all sections of a course based on the nature of the course material rather than on the specific teaching style of one professor.
4. Courses might be limited due to specific student presentations (i.e. speech courses) or safety reasons (science lab courses).

Course code and title _____

Current class limit (if any) _____ Proposed class limit _____

Reasons for needing a class limit adjustment, including specific support for the proposed limit:

Budgetary implications:

Student program progression implications:

Course and section enrollment over the past five semesters in which the course has been offered:

Semester					
Enrollment					

Approvals:

1. *Instructor* _____

2. *Department Chair* _____

3. *Dean* _____

4. *Provost* _____