



Beaufort County Community College

5337 US Hwy 264 East Washington, NC 27889

MINIMUM CLASS SIZE REQUEST

The Continuing Education Minimum Class Size Policy states *“All continuing education classes will be expected to have a minimum number of students registered as needed to financially break-even when comparing revenue and expenses. Exceptions may occur when it is determined by the Vice President of Continuing Education that offering a smaller class is in the best interest of the students or the community.”*

Unique Section ID: _____
(Course Code) (Section ID #) (Section Term)

**This can be found on the SECT mnemonic in Colleague. *EMS-3000BAP-20030-2015CE1*

Section #: _____

**This can be found on the SECT mnemonic in Colleague.

Minimum Enrollment Required: _____

Current # of students registered: _____

Justification for running class (required): _____

CE Staff Member Signature: _____ Date: _____

VP of Continuing Education Signature: _____ Date: _____

THIS FORM SHOULD BE PLACED & KEPT IN THE CLASS FOLDER FOR DOCUMENTATION PURPOSES