
TITLE: **COURSE ENROLMENT LIMIT**
(Relates to EL-7: Treatment of Students)

EFFECTIVE DATE: July 1, 1994

RECOMMENDED BY ACADEMIC COUNCIL: June 22, 1994

APPROVED BY BOARD OF GOVERNORS: October 19, 1994

BACKGROUND:

Red Deer College wishes to ensure that students are given full opportunity to enrol in courses. The College also recognizes that the methodologies suitable for each course can be adhered to only if class sizes are kept within appropriate limits. However, in addition to setting class enrolment limits which respect methodological needs, the College also must operate within the economic necessity of keeping classes as full as possible.

POLICY:

The enrolment limit of each course and the process by which instructors or students can request that Academic Council set the enrolment limit for a particular course will be determined by a consistent College-wide practice.

GUIDELINES

1. The Dean shall consult with a Chairperson and appropriate members of a discipline prior to establishing the enrolment limit for a new course and a change to the enrolment limit for an existing course.
2. The enrolment limit for any class can be changed up to 21 calendar days prior to the start of the course. Within the 21-day period prior to the start of a course (and up to the last day of Add/Drop courses) the affected instructor, the Dean, and the Registrar must all agree to such a change.
3. Instructors or students who can demonstrate that a course's enrolment limit (as established by the Dean) is at a level that is incompatible with the methodologies or objectives required of that course may approach Academic Council and request that a different enrolment limit be established for that course. (Any limits set by Academic Council shall be attached as an Appendix to this policy).
4. Class enrolment may not normally exceed the specified limit on the last day to add/drop in a term.

ACCOUNTABILITY:

Vice President Education

RESPONSIBILITY:

Consultation for Review:

Dean of Student Services
Registrar, Chairs, Students, Deans,
Vice President Education, FARDC (as
per Letter of Understanding in
Collective Agreement)

Policy Review Date:

June 2006

Associated Standard Practice:

Course Enrolment Limit