

**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

**PROCEDURES**

1. Class enrolment limits will be included in the timetable.
2. Changes to enrolment limits after the timetable is published will be forwarded to the Registrar's Office. The registration system and master timetable will be modified to include the change.
3. The Enrolment Management Committee will develop criteria for waitlisting and overloading courses to meet Guideline 3.
4. The Enrolment Management Committee will monitor enrolment and class limits. If the limit is exceeded, this Committee will consult with the appropriate Deans in order to develop a strategy to deal with the enrolment (e.g. opening an additional section, obtaining marking assistance, switching students to another section, etc.)

**ACCOUNTABILITY:** Vice President Education

**RESPONSIBILITY:** Dean of Student Services  
**Consultation for Review:** Registrar, Chairs, Students, Deans,  
Vice President Education, FARDC (as  
per Letter of Understanding in  
Collective Agreement)

**Standard Practice Review Date:** June 2006

**Associated Standard Practice:** Course Enrolment Limit