

TITLE: ENROLMENT LIMITS IN COURSES

POLICY STATEMENT:

Enrolment limits for credit classes at Red Deer College are established in order to optimize: student access, learner needs, efficient use of College resources, and reasonable accommodation of instructional methodology.

PURPOSE:

This policy outlines the process for setting course section enrolment limits that respects the needs of learners, faculty, and management of College resources. It ensures that the needs of these groups are balanced to optimize the use of College resources while providing as much access to learning opportunities as possible.

SCOPE:

This policy applies to all credit programs and courses offered by Red Deer College. This policy does not apply to Continuing Education programs and courses.

PRINCIPLES:

1. Red Deer College ensures that students are given reasonable opportunity to enroll in courses.
2. The College recognizes that the methodologies suitable for each course are best supported if class sizes are kept within appropriate limits.
3. While setting class enrolment limits that respect methodological needs, the College also operates within the economic necessity of keeping classes as full as possible.
4. Procedures and decisions at Red Deer College:
 - Are nondiscriminatory, respectful, and dignified.
 - Do not hinder appropriate access to education.
 - Ensure that all learners are treated fairly.
 - Operate with clear written expectations for learner conduct and handling of complaints.
 - Ensure that all accreditation standards are met.
 - Ensure that a high standard of administration and instruction in all areas of educational programs are maintained and clearly stated in College practices and policies.

GUIDELINES:

1. School Councils recommend enrolment limits for new courses and changes to the enrolment limits for existing courses to the Dean. The needs of students as well as instructors are considered when setting enrolment limits.
2. The Dean establishes enrolment limits taking into account the recommendation of the School Council, the resource allocation required, and optimal access for learners.
3. The enrolment limit for any class can be changed up to 21 calendar days prior to the start of the course. If a change is required 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 Associate

Dean/program coordinator, and the Registrar must be consulted before a change can occur.

4. 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 the Associate Dean/program coordinator or School Council for a review. Requests for changes are forwarded to the Dean. If the issue is not resolved at that level, instructors or students may approach the Vice President Academic for further consideration.
5. Class enrolments do not normally exceed the specified limit on the last day to add/drop in a term.

PROCEDURE:

1. Class enrolment limits are set during the timetable planning process and are included in the timetable.
2. Changes to enrolment limits after the timetable is published are forwarded to the Registrar's Office. The registration system and master timetable are modified to include the change.
3. The Office of the Registrar develops criteria for establishing and managing waitlists and overloading courses that are consistent with the principles and guidelines within this policy.
4. The Office of the Registrar monitors enrolment and class limits. If the limit is exceeded, or if demand exceeds the limit, the Registrar consults with the appropriate Associate Dean/program coordinator and/or Dean in order to develop a strategy to deal with the additional enrolment (for example: opening an additional section, obtaining marking assistance, or switching students to another section).

OFFICER RESPONSIBLE: Vice President Academic

RECOMMENDING AUTHORITY: Deans' Council

CONSULTATION FOR REVIEW: Registrar, School Councils, Deans' Council

POLICY REVIEW DATE: January 1, 2017

EFFECTIVE DATE: September 1, 2013

REVISION HISTORY: July 1, 1994 (Course Enrolment Limit Policy)
July, 1994 (Course Enrolment Limit Standard Practice)
November 30, 2012 (Policy and Standard Practice combined and renamed Enrolment Limits in Courses)
September 1, 2013

RELATED POLICIES:

- Program Development and Redevelopment for Credit Programs Policy
- Timetable Development for Programs at Red Deer College Policy

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.