

TITLE: ENROLMENT LIMITS IN CREDIT COURSES

POLICY STATEMENT: Enrolment limits for credit courses are established to provide reasonable access to courses by students, support instructional methodology, and achieve resource efficiencies.

PURPOSE: This policy outlines the process for setting, changing and approving credit course enrolment limits.

SCOPE: This policy applies to all credit courses and programs.

PRINCIPLES:

1. The following principles apply to all policies at RDC:
 - 1.1. Treat all persons fairly and respectfully.
 - 1.2. Are non-discriminatory and non-intrusive.
 - 1.3. Incorporate open, honest and timely communication.
 - 1.4. Are made in a timely manner.
 - 1.5. Provide appropriate confidentiality and privacy.
 - 1.6. Provide appropriate access to the College and education.
 - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
 - 1.8. Operate with clear written expectations for conduct and handling of complaints.
 - 1.9. Meet all regulatory standards.
 - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
 - 1.11. Are communicated in alternate forms to those who require such accommodation.

DEFINITION:

Credit Course: A series of learning opportunities within a specific subject area to which an academic credit is assigned on the basis of the number and type of instructional hours.

GUIDELINES:

1. Deans review and approve course enrolment limits as part of the annual planning cycle. Reviews may include consultation with the Associate Dean, School Council, faculty and students.
2. Approved course enrolment limits are used to develop the annual timetable.
3. Enrolment limits are set for new courses, or changed for existing or redeveloped courses, at the initiative of the Dean or in response to a recommendation made to the Dean by the Associate Dean, Instructor and/or students.

4. Enrolment limits are set or changed with balanced and fair consideration of the faculty workload, maintaining a high quality learning environment and in consideration of:
 - a. facility capacity;
 - b. fiscal viability;
 - c. external accreditation requirements
 - d. method of assessment;
 - e. delivery method (lecture, lab, online and blended);
 - f. Occupational Health and Safety guidelines; and,
 - g. limits set for similar course within the same discipline.
5. Over-enrolment will only occur in extenuating circumstances as students on the course waitlist have priority when space becomes available (e.g. the student requires the course to graduate or transfer to another institution).

PROCEDURE:

1. Deans review, set, or change course enrolment limits as part of the annual planning cycle.
2. Proposed changes to course enrolment limits after the timetable is published are reviewed by the Associate Dean and Registrar, and approved by the Dean. The Scheduling Office updates the registration system and timetable upon approval.
3. The enrolment limit for any course can be changed up to 21 calendar days prior to the start date. If a change is required within the 21-day period, prior to the start date and up to the last day to add/drop courses, the affected instructor, Associate Dean and the Registrar must be consulted before a change is approved.
4. Courses may be over-enrolled to ensure student access and manage attrition with the intent to not normally exceed the approved enrolment limit on the last day to add/drop a course(s).
5. Instructors may only approve over-enrolling courses *after* the last day to add/drop courses in order to assist in managing the waitlist, providing all aspects of guideline 4 are considered.
6. The Office of the Registrar monitors registration, manages waitlists and overloads courses when required. If the limit is exceeded, or if demand exceeds the limit, the Registrar consults with the appropriate Associate Dean or Dean to develop a strategy to address the additional enrolment.

OFFICER RESPONSIBLE: Vice President, Academic

POLICY CATEGORY: Non-Academic

RECOMMENDING AUTHORITY: Deans' Council

CONSULTATION FOR REVIEW: Associate Deans, Registrar, School Councils

POLICY REVIEW DATE: July 1, 2023

EFFECTIVE DATE: July 1, 2018

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 (Enrolment Limits in Courses)
April 1, 2018
July 1, 2018

RELATED POLICIES:

- [Assessment and Grading](#)
- [Curriculum Standards for Credit Programs](#)
- [Graduation and Completion](#)
- [Program Development and Redevelopment for Credit Programs](#)
- [Timetable Development for Programs](#)

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors policies.