

## ***Enrolment Limits Policy***

### **Low Enrolment**

1. Every course with non-zero enrollment will run, with full teaching credit for the faculty member involved. Courses with enrolment below a certain level will be carefully reviewed before being run again, with a view to maximizing the effectiveness of teaching assignments while still preserving the curricular integrity of the majors.
2. Courses with enrolments of 6 or fewer will be reviewed by the Division Director in consultation with the Head of Studies. Faculty should not expect to repeatedly deliver courses with low enrolment. This limit may increase still further in the future as the College grows to steady state. The policy of running courses with very low enrolments for full teaching credit will be reviewed in the future.

### **Zero Enrolment**

3. For zero enrolment, the following policy will continue:
  - a. A course with zero enrolment *at any point* in the course selection process will immediately be considered for cancellation. If there is evidence that the course would fare better at a different timeslot, the timetable may be revised and the course retained. Otherwise, zero enrolment courses will be cancelled after Round 2 of course selection. Students will need to be informed of this policy so that they can make sound course selection decisions.
  - b. In the event of cancellation due to zero enrolment, several options exist to fulfill the teaching load – these are listed below. They are listed in priority order – that is, if option i is available, that will be carried out, followed by option ii and only then by option iii. As with all teaching assignments, the DD has the authority to decide how to proceed. But it is expected that the DD will consult fully with the faculty member and Head of Studies in question before making such a decision.
  - c. Fulfilling the teaching load can be done in the following ways. As noted above, option i is preferred, then option ii, and then option iii.

- i. The faculty member can be reassigned to a different course in the same semester. This is generally only feasible when the reassignment is done after Round 2 (e.g. before the semester begins) so that the faculty member has time to develop the course, or if the faculty member has taught the course in the recent past, or is otherwise fully prepared to deliver the course. Whenever feasible, this is the preferred option.
- ii. Some faculty members may have a course release upcoming, due to LABs, extra Capstone supervision, administrative responsibilities, or for other reasons. If a suitable replacement course cannot be found, that course release will be moved up to the current semester to account for the missing course. Note that it is generally not appropriate for faculty members to have a zero-course load during a semester in which they are not on leave.
- iii. If neither option i or ii is available or appropriate, the DD and the faculty member can devise a package for the teaching load that might include some combination of LAB/Week 7, additional Capstone supervision, or additional teaching in the future of some other kind. Activities that count toward the fulfillment of teaching load in the case of zero enrolment courses cannot count toward subsequent course release in any other way.

### **High Enrolment**

4. The Registry will generally adopt the below prioritization of students for oversubscribed modules:
  - i. *Final year students in the major*
  - ii. *Third year students in the major*
  - iii. *Final year students in the minor*
  - iv. *Third year students in the minor*
  - v. *Final year students outside the major and DDP final year students (if a DDP student declared a minor, they are included in iii. above)*
  - vi. *Third year students outside the major and DDP third year students (if a DDP student declared a minor, they are include in iv. above)*
  - vii. *DDP first and second year students*
  - viii. *Second year students*
  - ix. *First year students*
5. In some cases, particularly for advanced courses in the arts, it may be appropriate for the instructor to solicit work or to audition students, and to make a choice based on that. In this case, a faculty member other than the

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instructor, who will be nominated by the Head of Studies, should be involved in the selection, and the procedure should be determined in advance and communicated to the students prior to the course selection process.

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