

Committee on Educational Policy
Policy Regarding Enrollment Restrictions in Courses

Any restriction on enrollment in courses, e.g. limiting enrollment to certain majors, has to be approved by the Committee on Courses of Instruction, following a request from the course sponsoring agency showing that the student demand for the course exceeds the available seats.

The administration has a chance to weigh in after such a request is submitted in the catalog editor (CAT) system by the department, during decanal review. Furthermore, the request has to include evidence of stakeholder consultation with all departments that are affected. During this consultation, an affected department may approach their own dean, who can discuss the issue with the other dean or involve higher levels of the administration.

The administration has the opportunity to provide resources to increase the capacity of the course, or to argue that there is no scarcity of seats in the course. If the administration is unable to do this, prioritizing students in majors that have greater need for the course more is the approach that will be taken by the Academic Senate.

Approved by the Committee on Educational Policy on November 6, 2019