

POLICY ON INCREASING MAXIMUM CLASS ENROLMENT

1. Authority

1.1. The College of The Bahamas Act assigns the power to the Council to “to provide for the welfare of the students of the College; to control and superintend the property and policies of the College and to fix fees and charges for courses of study, facilities and other services provided by the College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case”.¹

1 (*Article 8. of The College of The Bahamas Act, 1995*)

1.2. The maximum class size is defined in Clause 59 of the current faculty union agreement. The office of the Registrar is responsible for increasing the maximum class enrolment.

2. Maximum Enrolment Count

2.1. All increases in the maximum class size enrolment count will only be acted upon if received on the approved and duly signed Maximum Class Enrolment Extension form.

2.2. Increasing the maximum class enrolment is designed to allow the student with the highest priority on the waitlist an opportunity to reserve a place in the class, therefore:

2.2.1. The maximum class enrolment will generally be increased by a number and not to accommodate a specific student.

2.2.2. Under special circumstances the Registrar will approve increases in the maximum class enrolment to accommodate named students.

2.3. Requests to increase the maximum class enrolment count that name a student will not be processed prior to the first day of class or the last day of late registration, whichever comes last.

2.4. Requests to increase the maximum class enrolment count that do not name a student will be processed upon receipt.

3. Implementation

3.2. The Registrar will determine the administrative procedures needed to implement the policy and announce the policy to The College community, post both the policy and procedures on The College's website and publish both the policy and related procedures in The College catalogue and in the Student Handbook.