

SUBJECT: Entry Into Closed Classes	Effective Date: July 1, 2011	Policy Number: 01-1-016
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Faculty	

I. Purpose and statement of operational policy underlying the procedure.

The size of classes is determined first by an instructionally sound assessment of the appropriate number of students relative to the material and desired pedagogy, and by the capacity of the classrooms. Classes are capped to accommodate these needs. In certain cases, students may gain entry into a closed class, with preference given to a student close to graduation whose progress would be impeded if they could not enter a given class.

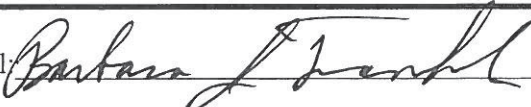
II. Applicability/Scope

All Classes

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Appeal to the instructor to enter a closed class, bringing the proposed course schedule for signature if approved,	Before the last day to enter a class
Student	If the instructor approves, the student takes the schedule to the Division Chair for approval and signature	Before the last day to enter a class
Student	If the student attains both signatures, presents the schedule to the Records Office	Before the last day to enter a class
Records Office	Enrolls the student in the class	

IV. Related policies/References for more information

Authorizing Official: <u></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	