

PARKLAND COLLEGE	CATEGORY B	PROGRAMS
PROGRAM ENROLMENT CAPACITY REVIEW	POLICY #: OPR B-07	APPROVED: APRIL 12, 2016 REVIEWED:

PURPOSE

The decision to amend the enrolment capacity of a program may be required to account for unforeseen circumstances that have occurred following the initial setting of the enrolment capacity as identified in the Business Plan.

Processes and Procedures:

The decision to adjust the enrolment capacity of a program will be a collaborative decision requiring the following steps and meeting the identified guidelines:

1. The decision to modify the enrolment capacity of a program will be made at least one month prior to the commencement of the class.
2. Upon identifying a need to adjust the enrolment capacity of a program, the Program Coordinator will forward a written request to the appropriate Director outlining the intervening factors that have occurred to necessitate the review. Factors such as the following may be considered:
 - a. Availability of suitable facilities
 - b. Pedagogical considerations
 - c. Requirements of brokering institutions
3. The Director will convene a meeting of the Program Coordinator, Senior Admissions Officer and President to discuss the implications of the requested capacity adjustment.
4. The decision to adjust the enrolment capacity of the program will be made at the conclusion of the meeting and communicated to the required staff.