

## BP 4A7 Limitations on Enrollment in Courses or Programs

### Section Four—Students/Instructional Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

#### Employ the Process of Mutual Agreement

**Policies:** None

**Procedures:** None

**Appendices:** None

#### Rely Primarily Upon the Advice and Judgment

##### **Policies:**

- (1) **4A2**, Student Responsibilities (*includes Policies 4A2A through 4A2G*)
- (2) **4A3**, Matriculation (*includes Policies 4A3A through 4A3G*)
- (3) **4A4**, Prerequisites, Corequisites, and Advisories on Recommended Preparation (*includes Policies 4A4A through 4A4E*)
- (4) **4A6**, Admission to Impacted Programs (*includes Policies 4A6A through 4A6K*)
- (5) **4A9**, Instructional and Other Materials (*includes Policies 4A9A through 4A9D*)
- (6) **4B1**, Educational Programs (*includes Policies 4B1A through 4B1D1*)
- (7) **4B5**, Program Review
- (8) **4B7**, Articulation (*includes Policies 4B7A through 4B7C*)

Rely Primarily Upon the Advice and Judgment (continued)

- (9) **4B10A**, (re: guest/visitors) *(includes Policies 4B10A1 through 4B10A7)*
- (10) **4B10B** (re: guest/visitors)
- (11) **4B11**, Controversial Issues in Curriculum *(includes Policies 4B11A through 4B11C)*
- (12) **4C**, Academic Regulations *(includes Policies 4C1 through 4C7)*
- (13) **4D**, Minimum Graduation Requirements *(includes Policies 4D1 through 4D1G)*

**Procedures:** None

**Appendices:** None

**Proposed Addition to  
Kern Community College District Board Policy Manual  
Section Four – Students Instructional**

Governance Process: Information Only

Reason for Revision: To Establish District Policy

**4A7 Limitations on Enrollment in Courses or Programs**

- 4A7A Enrollment may be limited by the College President or designee to students meeting validated prerequisites and corequisites established by the Curriculum Committee. (See Title 5, Section 55003.)
- 4A7B Enrollment may be limited due to health and safety considerations, facility limitations, faculty workload, the availability of qualified instructors, funding limitations, or legal requirements.
- 4A7C Enrollment will be allowed on a first-come, first-served basis or by using other non-evaluative techniques to determine who may enroll.
- 4A7D Enrollment in intercollegiate competition courses, honors courses, or public performance courses may be allocated to those students judged most qualified.
- 4A7E Enrollment in individual sections of multi-section courses may be limited to a cohort of students enrolled in one or more other courses, provided however, that a reasonable percentage of all sections of the course do not have such restrictions.
- 4A7F The colleges will limit the total number of units in which students who have been disqualified or placed on probationary status may enroll. [See Board Policy Manual Procedure 4C54(a)]
- 4A7G Students may challenge an enrollment limitation on the grounds that: the limitation is either unlawfully discriminatory or is being applied in an

unlawfully discriminatory manner; the District is not following its policy on enrollment limitations; or, the basis upon which the district has established an enrollment limitation does not, in fact, exist.

The student shall bear the burden of showing that grounds exist for the challenge. Challenges shall be handled in a timely manner, and if the challenge is upheld, the District shall waive the enrollment limitation with respect to that student. In the case of a challenge under this Policy, the District shall, upon completion of the challenge procedure, advise the student that he or she may file a formal complaint for unlawful discrimination. (See Board Policy 4F10, Student Complaint Policy.)

*Admin 6/29/15*  
ChC., August 25, 2015