

## Registration Guidelines for Faculty (May 8, 2024)

In tandem with the Registrar's Office (which is completing a survey of all instructional spaces on campus), the Curriculum Committee has conducted a review of class caps for 100- and 200-level courses and upper-college seminars. Having consulted with heads of some programs and members of the Faculty Senate, the Curriculum Committee recommends these class size guidelines:

- 1) Class caps for 100-level courses should remain at 22; courses scheduled in larger spaces such as the MPR, RKC labs, or Chapel may admit more students, however most other classrooms cannot accommodate more than 22 students;
- 2) Class caps for 200-level courses may be set at 18-22, depending on teaching space requested and assigned. In high-demand programs or in programs where 200-level courses serve as an entryway to the major, class caps should remain no lower than 22;
- 3) Class caps for 300-level seminars should remain at 15;
- 4) Instructors of courses taught in special spaces or using specially allocated equipment are advised to communicate with the Curriculum Committee about class caps reflecting those constraints;
- 5) Courses are open to students who meet stated prerequisites, if there are seats available, through the end of the add/drop period. Students should not be excluded from courses, in other words, if there is room for them, and they are to be registered by faculty (or program directors) accordingly.

To learn more about the registration process please see:

<https://inside.bard.edu/academic/courses/fall2024/>