

Category: Instructional Services

Policy Title: Course Cancellation

Policy Number: A10

Policy Statement: At an appropriate time in the registration process, all course sections offered are reviewed to see if there is sufficient enrollment to justify running the class.

Procedures: When reviewing sections, enrollment levels alone determine which sections need to be examined further. Sections with low enrollment are reviewed with consideration given to numerous factors including the following: other sections of the course at comparable times, availability of openings in these sections, whether the course is a program requirement or elective, when the course was last offered/will be offered again, and whether the course is an advanced course in a sequence. When more information is needed to make the decision, the Vice President for Instructional Services and Student Services, Dean of Academics, Dean of Technical Education & Workforce Development, Director of Advising, and appropriate Division Chair or designee and faculty members are consulted.

If it is determined that a class will be canceled after consultation with the above mentioned,

- The appropriate Dean will contact the Director of Advising, The Registrar, and the instructor.
- The Director of Advising will notify all advisors that the course and section number will be cancelled; no advisors should enroll additional students.
- The instructor, advisor, or appropriate building assistant, will reach out to enrolled students to make alternative plans. Advisors will assist students in making alternative plans and ensuring the course cancellation doesn't jeopardize scholarship eligibility, athletic eligibility, and/or financial aid. If the student's advisor is not the individual making initial contact, they should be included on all emails to the student.
- Once all students have been contacted the Registrar will cancel the class and remove it from the line schedule.

Approved :
7/31/2013

Reviewed/Revised:
7/1/2016

Reviewed/Revised:
~~3/25/2022~~