

COURSE CANCELLATION POLICY

GOALS

1. minimize course cancellations within the two week period preceding the start of the semester (i.e., in order to minimize problems for students);
2. fulfill the college's obligation to offer all courses required within a curriculum, while at the same time insuring that enrollment in each curriculum is sufficient to justify its continuation;
3. adhere to the BOT-approved goal of an aggregate seat utilization rate of 88% for the day and/or evening session, as of the official census date; and
4. create a more flexible approach to balancing the oftentimes competing needs of maximizing class utilization, serving students, and offering a comprehensive and diverse curriculum.

COURSE CANCELLATION POLICY

1. Following the payment due date descheduling (i.e., two weeks before the start of day classes), but no later than one week before the start of day/evening/weekend classes as appropriate, a final commitment should be made by the appropriate academic administrator regarding whether or not each class should remain in the academic schedule. Guidelines to be used in making these determinations shall be as follows:
 - a. All **Required/Major Courses**¹ should remain in the schedule, at least on one campus, as long as it is anticipated that the final enrollment will be sufficient to offer an appropriate academic experience (i.e., as determined by the Dean of Faculty).

Note that this policy should not preclude efforts to consolidate such courses into fewer sections, or to utilize the distance learning classroom for this purpose whenever possible. In addition, should any **Required/Major Course** fail to reach a final enrollment of 12 or more, the Vice President for Academic and Campus Affairs shall undertake a review to determine the future viability of the program.
 - b. All **Single Section Courses** (e.g., Honors courses, special topics, etc.) should remain in the schedule, at least on one campus, if the final enrollment can reasonably be anticipated to be 12 or more. Should such a class fail to reach a final enrollment of 12 or more, it should not be included in the class schedule for subsequent semesters unless so authorized by the Dean of Faculty.

¹ Required/Major Courses are defined as courses that are part of the major, required for the degree, and often, although not always, serve as a prerequisite for additional required courses.

- c. All **Other Courses** should remain in the schedule if the final enrollment can reasonably be anticipated to be 15 or more. Note that this should not preclude efforts to consolidate multi-section courses into fewer sections. In addition, any such class that fails to reach a final enrollment of 15 should not be included in the class schedule for subsequent semesters unless so authorized by the Dean of Faculty.
2. All class sections that do not satisfy the criteria specified in 1 a, b, and c above should be cancelled no later than one week before the start of day/evening/weekend classes, as appropriate. Conversely, once the decision has been made to offer the remaining classes (i.e., as indicated in 1 a, b, and c above), these classes should remain in the schedule even if the anticipated enrollment does not materialize (i.e., except in cases of an unanticipated staffing problem or situations where enrollment is not sufficient to provide an appropriate academic experience).
3. For all classes that get cancelled after the payment due date, the students in that class should be telephoned as soon as possible, in the evening, by an administrator, faculty member, or counselor who can immediately assist the student in finding and registering for an appropriate substitute class.

Approved, March 30, 2004
President's Executive Council