

**Category:** Academic

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Course Cancellation

**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: 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 Instruction and Student Services, Dean of Academics, Dean of Technical Education & Workforce Development and appropriate faculty members are consulted. If a section is canceled, students are contacted through email if it will give them sufficient time before the end of registration to adjust their schedules. If a section is canceled too late for notification by email, attempts to contact students are made by telephone and a sign is posted outside the classroom door.

**Contacts:** Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

**Approved Date:** 7/31/2013

**Policy History:** 7/31/13, 7/1/16

**Keywords:** Course Cancellation, Cancelled Course

**Related Form:** NONE