

GUIDELINES for COURSE/ CLASS CANCELLATION

Cancellation of Scheduled Courses

These guidelines cover cancellation of an entire scheduled course for a semester; cancellation of individual class sessions is managed within divisions and addressed at the end of this document.

Division Chairs are responsible for ensuring student access to courses that enable timely degree completion through predictable course scheduling. Chairs are also responsible for managing enrollments to ensure optimal student learning outcomes as well as sustainable use of human and budget resources.

Course cancellations can be disruptive to students enrolled in the cancelled courses and they complicate faculty workload. Chairs are cautioned to prevent the need to cancel classes by using the tools available to them to predict demand when scheduling courses, such as predictable course rotation plans, analysis of enrollment trends, appropriate course capacities, and the consistent use of waitlists.

A Chair may need to cancel a course due to one of the following situations:

- Low enrollment in the course¹
 - Expected capacity for 100/200 level courses: at least 15
 - Expected capacity for 300/400 level courses: at least 10
- No qualified faculty available to teach the course

¹ These capacities do not apply to Directed Studies, some clinicals and internships, activity courses, courses regulated by professional accrediting bodies, or applied music courses or similar courses where faculty are paid by headcount or the work does not factor into their assigned teaching load. These capacities should not be regarded as fixed minimums, but as general goals.

Before cancelling a class, a Chair should consider the factors described below and discuss the situation with the Dean:

Required Classes

If the class is required for degree completion, then the class may be cancelled if one or more of the following criteria is true:

- There are other sections in which students can be accommodated.
- There are appropriate and available course substitutions.
- The course will be offered again before any of the enrolled students are set to graduate.

If a course is to be cancelled, all students in the class must be individually contacted and directed to an alternative. Encourage students to contact the Financial Aid office to verify the number of credits they need to maintain their Financial Aid package.

Pre-requisite Classes for Required Classes

If the class is a pre-requisite for a class that is required for program admission or degree completion, then the class may be cancelled if one or more of the following criteria is true:

- There are other sections in which students can be accommodated.
- There are other course options that enable the student to meet the pre-requisite (equivalent pre-requisites or instructor permission granted in advance).
- The course will be offered again before the students need to apply for program admission or to enroll in the course that requires the pre-requisite.

If a course is to be cancelled, all students in the class must be individually contacted and directed to an alternative. Encourage students to contact the Financial Aid office to verify the number of credits they need to maintain their Financial Aid package.

Elective Classes

If the class is a general elective, then the class may be cancelled if one or more of the following criteria is true:

- There are other sections in which students can be accommodated
- There are other course options that students can select

If a course is to be cancelled, all students in the class must be individually contacted and directed to an alternative. Encourage students to contact the Financial Aid office to verify the number of credits they need to maintain their Financial Aid package.

Faculty Workload:

If cancelling a class reduces the teaching load of a faculty member to below their expected teaching load (generally 12 credits), then the Chair has these options:

1. Reassign a course assigned to an adjunct to the faculty whose course was cancelled.
2. Assign an overload for the next semester, so that the Academic Year teaching load equals 24 credits.
3. If neither of the above are possible, then discuss with the Dean.

Timeline:

Courses should be cancelled as early as possible to allow students to revise their schedules and find other courses and to adjust faculty assignments as needed.

No course may be cancelled less than 3 weeks prior to the first day of classes without Dean approval.

Reporting:

All class cancellations that occur after students have begun registering should be reported to the appropriate Dean. Deans will review patterns of class cancellations and work with Division Chairs to reduce the need for course cancellations.

Analysis:

Chairs should analyze which of these factors may have resulted in a low-enrolled course:

- The course is too specialized
- The course has been offered too frequently
- There are too many elective options
- The course is scheduled at a problematic time for its intended audience
- The course was added to the class and time schedule late (after the point when students and advisors may have reviewed it for schedule planning)
- The aggregate number of course offerings at a particular level or for a particular purpose exceeds student demand.
- The faculty member teaching the course is not indicated (“Staff”) or is someone students seem to avoid.
- The number of majors for whom the course is required is low.
- The course is part of a multi-year initiative to build offerings in a particular discipline or major and growth is anticipated.

Action Item:

- Based on an analysis regarding low-enrollment in a course, the Chair should propose a strategy for improving course enrollments the next semester/year.

Cancellation of class due to instructor absence

From time to time, faculty may be absent from campus due to illness, professional development opportunities, service assignments, and out of class work with students.

- A. Faculty are responsible for promptly notifying their Division Chair/ Director of their anticipated absence from campus.
- B. Faculty, with support from their Division, will make every effort to notify students as soon as possible of a class cancellation for any reason, including posting notices in Blackboard and outside the classroom.