

# Cancellation Criteria Guidance for Academic Deans

*Whenever possible and to minimize impacting students' schedules, class cancellations should occur before the start of the semester to allow for adequate notification to students and to allow students the time to identify alternative open sections. If there is a **unique** situation that may result in a cancellation, department chairs should check in with the Dean ahead of time. If deemed necessary by the Dean, the VP will be looped in.*

## **Unstaffed Classes:**

- Please cancel any unstaffed classes by the close of business day **at least** three days before the start of the class once the department chair has confirmed that they do not have a faculty member lined up to teach the class (HR delays, pending BoT approval, etc.).

## **Consolidation of Sections:**

- For the benefit of students, class consolidations should happen as early as possible.
- Courses with two or more sections that could be consolidated into fewer sections should be consolidated no later than two weeks before the start of the semester.

## **Two weeks prior to start of term:**

- Classes with fewer than 12 students or 50% of COR max (whichever is lower) should be assessed for cancellation.

## **One week prior to start of term:**

- Classes with fewer than 20 students or 85% of COR max (whichever is lower) should be assessed for cancellation.

## **During week one of the term:**

- If the class has low enrollment, as defined in "One week prior to start of term" category above, **and** the decision has not yet been made to cancel prior to the first class meeting, the procedures listed under 'one-week prior to start of term' will apply.

**Exception Criteria Flexibility:** For flexibility, exceptions to the low-enrollment cancellation guidelines **will be considered** by the area dean but **not** guaranteed in the following cases.

- The class is in-person/hy-flex/hybrid and important to the college's increase to in-person campus efforts.
- The class is required for a degree, certificate, or for a required sequence for a major program or required capstone course (with verifiable graduates in the current term) and/or is the only section being offered in the current term.
- The class is part of a new program or is being offered at a new location.
- The class is a critical basic skills/developmental class that is necessary to meet the needs of special student populations.
- The class is a single course section on a two-year course offering cycle.
- The class has a significant number of international students.
- Based on historical trends, the class is expecting a significant number of late enrollments.

**Note:** This criterion does not apply to courses designated as Self-Paced classes.

**Revisited:** July 2024 with input from the Academic Senate and Deans' Council