

3357:13-14-501 Course Cancellation Procedure

- (A) The Assistant Dean of each division is responsible for managing this procedure so that any required section cancellations are completed by the end of the business day on Section Cancellation Friday. Section Cancellation Friday is the deadline for cancellation of sections that do not meet the minimum registration requirement or cannot have an instructor assigned. This deadline is set for two Fridays before the start of the term (approximately ten calendar days prior to the start of the term).
- (B) The Assistant Dean reviews the class schedule, registration data and other pertinent information to identify sections that do not meet the minimum requirement for registration.
 - (1) For first year courses, the minimum registration must be at least 10 students.
 - (2) For second year courses, the minimum registration must be at least 8 students.
- (C) Three weeks prior to the start of the term, sections are identified that do not meet the minimum requirement for registration or do not have an instructor assigned.
 - (1) Sections will be analyzed/investigated with the following considerations:
 - (a) For sections without an assigned instructor, can an instructor be assigned prior to the Section Cancellation Friday?
 - If not, section should be considered for cancellation.
 - (b) Can the section be combined with another section with sufficient enrollment?
 - (c) Pull a student roster for the section to determine whether any student is scheduled to graduate during the current semester.
 - Consider any impact to student graduation if the section is canceled and determine mitigation strategies.
 - Consider if section is a prerequisite to another core course and determine mitigation strategies.
 - (d) After reviewing the student roster, consider whether the section is fulfilling an “elective” requirement for registered students.
 - If section is an “elective”, determine alternative sections with sufficient registration that can be substituted for the student’s program.
 - (e) Consider the impact to load for FT faculty in the event that the section is canceled and determine appropriate mitigation strategies (including but not limited to running a course with low enrollment).

- (f) Consult with, as appropriate, Program Directors, Coordinators or Faculty regarding proposed cancellations and/or mitigation strategies to obtain additional ideas/input.
- (2) On the Monday prior to Section Cancellation Friday, Assistant Deans will make preliminary decision(s) regarding cancellation.
 - (a) Discuss the preliminary decisions with the division's Dean and Student Services.
 - (b) Sections that cannot have an instructor assigned by Section Cancellation Friday should be canceled.
 - (c) Sections that are "low enrolled" and will not hinder a student's successful program completion by the end of the semester should be canceled.
 - (d) Cancellations must be complete by the close of business day on Section Cancellation Friday.
- (D) When a section is to be canceled, the following steps must be executed:
- (1) Assistant Dean/Academic Liaison: Print student roster using Report Manager.
 - (2) Assistant Dean/Administrative Assistant: In the course scheduling computer system, change the section status to "Pending."
 - (3) Assistant Dean: Notify assigned instructor that the section is being canceled.
 - (4) Academic Liaison or designee: Notify students that the section is being canceled and assist students in readjusting their schedules.
 - (a) If the Academic Liaison is not the assigned Advisor, the assigned Advisor shall be notified to assist students in adjusting their schedules and academic plans.
 - (b) Notifications shall be made via direct telephone calls (preferably, at least 2 attempts).
 - (c) Follow-up email or text message should be sent to student.
 - (d) Notify Administrative Assistant when notifications are complete. All notifications must be complete prior to Section Cancellation Friday.
 - (5) Assistant Dean/Administrative Assistant: In the student information system, change the section status to "Canceled".
 - (a) Send email notification to the "Schedule Changes" email distribution list.

- (6) Administrative Assistant: Update or replace applicable classroom door signs to indicate section cancellation.

Effective: June 22, 2021

Expires: June 1, 2026

Review Dates: 6/1/88, 7/26/97, 7/1/07, 7/1/12, 6/22/21

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CAO (Academics)