



Course Cancellation Process, Policy, and Timeline

Approved by Academic Senate on 06/24/2020

Approved by College President on 06/29/2020

Last Reviewed June 29, 2020

POLICY

1. The Academic Senate in cooperation with the Vice President of Academic Affairs will identify a comprehensive list of advanced and capstone courses each academic year.
 - *Advanced courses are defined as a course that requires two or more prerequisites*
 - *A capstone course is defined as a course intended to evaluate all of the learning objectives and skills amassed by students through their academic career.*
2. By April of each academic year:
 - a. The Vice President of Academic Affairs, Department Chairs, and Deans will meet to identify scheduling priorities for the next academic year
 - b. The Vice President of Academic Affairs, Department Chairs, and Deans will meet to develop reasonable parameters for the development and distribution of the schedule
3. Class Averaging
 - a. As stated in Article 12 Section A of the Faculty Contract, “Each department shall, as a goal, maintain an average class size of 34 students at census.” As an incentive for maintaining the 34 student average, faculty shall be entitled to the following provision “If a department has an average of thirty-four (34) students per section or greater, the department shall be allowed to offer unlimited course sections that do not meet the minimum enrollment defined in Article 12 Sections F and G.”

PROCESS

STEPS	TIMEFRAME	ASSIGNED TO
1. Make sure classes (including Dual Enrollment classes) are staffed with assigned faculty before the class schedule is released to students. (Note: Academic Affairs must timely provide Dual Enrollment course information to Chairs to allow for timely staffing.)	During Schedule Development	Chairs and Deans
2. Contact priority enrollment student groups to remind them of their priority enrollment dates	During Priority Registration	Special Programs, Athletics, Promise, & Public Relations Manager
3. Contact all students who have applied, but not registered, to notify them of open enrollment dates	During Open Enrollment	Dean of IE, Public Relations Manager, and Counseling
4. Review data on enrollments for standard courses under 15 students and advanced courses under 8 students	4 Weeks Prior to the Start of Term	Dean of IE
5. Notify Vice President of Academic Affairs, Deans, and Department Chairs of low enrolled courses as well as current instructional hours allocation	4 Weeks Prior to the Start of Term	Dean of IE
6. Try and fill courses using multiple methods or change offerings (ex. ed plans, outreach, marketing, texts, social media, etc.)	2-4 Weeks Prior to the Start of Term	Chairs, Counselors, and Public Relations Manager



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7. Department Chair provides recommendations on courses to keep and courses to cut with justification to Dean	2-4 Weeks Prior to the Start of Term	Chairs and Deans
8. Department Chair and Dean meet to review recommendations together of what should be cut (Course hours are reallocated to the same department)	2 – 4 weeks prior to the start of the term	Chairs and Deans
9. If the above steps were not followed, the Department Chair can request an Appeal with the Vice President of Academic Affairs about the process. Vice President of Academic Affairs has 48 hours to respond to appeal. Otherwise, Chair wins appeal by default.	2 weeks prior to the start of fall or spring terms / 1 week prior to the start of winter or summer terms	Vice President of Academic Affairs, Chairs and Deans
10. Notify all students in courses being cancelled about alternative course offerings, also refer to counseling	2 weeks prior to the start of fall or spring terms / 1 week prior to the start of winter or summer terms	Secretaries, Academic Affairs Office, Counseling
11. Finalize the cancellation of courses (Hours reallocated to departments for future scheduling needs.)	2 weeks prior to the start of fall or spring terms / 1 week prior to the start of winter or summer terms	Chairs and Deans