**ISP 164P**

**Class Section Cancellation Procedure**

**PURPOSE**

States procedures for class cancellation

**SUMMARY**

The decision to cancel a class section will be made by department chairs/directors and their Deans and/or Associate Deans at least one week before the class is scheduled to begin, whenever feasible. Once the decision has been confirmed by the Dean to cancel a class section, enrolled students and instructors will be notified as soon as possible.

**PROCEDURE**

1. Instructors will never announce a cancellation of a class section unless authorized to do so by the department chair/director or the Dean and/or Associate Dean.
2. Once the decision to cancel a class section has been made:
	1. The instructor will be notified immediately.
	2. The department will immediately send the official cancellation notice on the Term Master form to Course Scheduling. Course Scheduling can be notified via phone or email to put a “hold” on the class until the official cancellation paperwork arrives.
	3. The scheduling office will generate an e-mail to each enrolled student notifying them of the cancellation.
3. If the decision to cancel a class section has been made at least one week prior to the first class meeting:
	1. The department will attempt to contact each enrolled student to share information about other sections of the same course, if they exist, or recommend that the student visit with a faculty advisor or counselor to determine alternate courses.
4. If the decision to cancel a class section has been made less than one week prior to the first class meeting:
	1. The department will attempt to contact each enrolled student to share information about other sections of the same course, if they exist, or recommend that the student visit with a faculty advisor or counselor to determine alternate courses.
	2. For face-to-face courses, the department will prominently post signs at the classroom door stating that the class has been cancelled and whom to contact for further information.
	3. For face-to-face courses, the department may elect to meet with the students on the first day of class in the event a student cannot be reached or in case a student shows up hoping to enroll in the class.
5. If the decision to cancel a class section has not yet been made prior to the first class meeting:
	1. The department chair/director will discuss with the instructor under what conditions the class will be cancelled.
	2. The instructor will meet the class during the first scheduled class meeting. If the decision to cancel is made during the class, the instructor will stay at least one-half hour to notify students of the cancellation.
	3. The instructor will let the department chair/director know what happened at the first class meeting.

**REVIEW HISTORY**

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| ISP Committee | Adopted | [Date]  |