

# ISP 164

## Class Section Cancellation

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### PURPOSE

States guidelines for class cancellation

### SUMMARY

The decision to cancel classes will be made by department chairs/directors and their Deans and/or Associate Deans at least one week before the start of the class, whenever feasible. Once the decision has been confirmed by the Dean to cancel a class, enrolled students and instructors will be notified as soon as possible (see ISP 164P).

### STANDARD

1. The department chair/director, the Dean and/or Associate Dean will consider many factors when making the decision whether or not to cancel a class section. Cancellation of a section is normally considered when enrollment is low. Reasons for not cancelling a low enrollment class may include, but are not limited to, the course only being offered once a year, the course being required for graduation, or the course being part of a new program.

### REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	January 25, 2000
College Council	Reviewed	November 21, 2005
College Council	Reviewed	June 7, 2013