**ISP 164**

**Class Section Cancellation Policy**

**PURPOSE**

States guidelines 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 (see ISP 164P for procedures).

**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 section may include, but are not limited to, the course only being offered once a year, the course being required for graduation, the course being the only option in a particular modality, or the course being part of a new program.

**REVIEW HISTORY**

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