

**Title:** COURSE CANCELLATION  
**Index #:** 20-05.02  
**Division:** ACADEMIC  
**Section:** COURSE ADMINISTRATION  
**Effective Date:** 9/19/84

### **Policy Statement**

A course may be canceled by the Academic Director/Associate Dean.

### **Rationale for Decision**

The option to cancel courses and combine sections allows for the best use of limited resources. Factors considered in deciding whether to cancel a class include whether the course is required for a specialty, the frequency of course offerings, size of enrollment and resource issues.

### **Implementing Procedures**

| <b>Responsible Party</b>            | <b>Action</b>   |
|-------------------------------------|---|
| Registrar                           | 1. Returns course census list to Associate Dean within one week following registration deadline.  |
| Associate Dean or Academic Director | 1. If less than six (6) students have registered for the course, notifies the appropriate chairperson/regional campus associate dean and determines course cancellation or not.<br>2. Notifies registrar and appropriate chairperson/regional associate dean regarding student enrollment and specialty requirements. |
| Associate Dean or Academic Director | 1. Notifies appropriate campus faculty and staff of course cancellation.<br>2. Notifies students enrolled in the course, either in writing or via the phone, of course cancellation. Posts a cancellation notice on the classroom of the first day that class was scheduled.  |
| Student                             | 1. Meets with adviser to modify program of study.<br>2. Adds/drops course(s) as needed.<br>3. Follows up with Financial Aid and credit issues as appropriate.   |

### **Notes**

Reviewed by Academic Affairs 10/02; Academic Programs 1/24/05

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