

# ISP 164

## Class Section Cancellation Policy

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### 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 Class Cancellation Procedure](#)).

### STANDARD

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

|                 |          |                   |
|-----------------|----------|-------------------|
| ISP Committee   | Adopted  | November 22, 2024 |
| College Council | Reviewed | June 7, 2024      |
| College Council | Reviewed | January 25, 2000  |
| College Council | Reviewed | November 21, 2005 |
| College Council | Reviewed | June 7, 2013      |