

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:
 - a. The instructor will be notified immediately.
 - b. 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.
 - c. 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:
 - a. 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:
 - a. 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.
 - b. 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.
 - c. 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:
 - a. The department chair/director will discuss with the instructor under what conditions the class will be cancelled.
 - b. 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.
 - c. The instructor will let the department chair/director know what happened at the first class meeting.

REVIEW HISTORY

ISP Committee	Adopted	November 22, 2024
College Council	Reviewed	June 7, 2024