

## **Class Cancellation Guidelines**

1. Classes are subject to cancellation if enrollment is below prescribed minimums – 6 for graduate courses and 14 for undergraduate courses (required courses are not subject to this rule, unless alternate arrangements can be made). The minimum applies to the total number of students in combined sections taught concurrently; for example, cross-listed courses.
2. Departments have an obligation to share reasonably in a College's overall enrollment and are expected to monitor enrollments and make decisions accordingly.
3. Compliance with the guidelines should ideally be achieved by studying historical enrollments and then making appropriate modifications (i.e. course offerings and scheduling decisions should be based on documented student needs).
4. Enrollment in all courses should be monitored carefully by the college deans throughout the registration period since any course or section cancellation must be made early enough for affected students to make necessary adjustments to their schedules. Since graduate students are often particularly slow to register, some departments have found it useful to email their graduate students to let them know that a particular course may be canceled if enrollments do not materialize.
5. Enrollment calculations must take into account a number of variables: whether a course is cross-listed, a course's place in the curriculum, whether it is offered as an overload course, whether a faculty member 'makes up' for a small course with another course of larger enrollment or by a healthy class enrollment averaged over years, etc.
6. Every effort should be made to cancel under enrolled classes well before the start of the semester. Students need adequate time to select a replacement course if a course is canceled.
7. Faculty workload discussions are best managed between department chair and the college dean. These are the people closest to the situation and best equipped to recognize solutions.
8. Contractually, a two-week notice is required for the hiring of part-time lecturers. It is reasonable that a faculty member could be asked to teach a course that they have taught before three to four weeks prior to the first class. New course preparation may require additional time.
9. Initial course cancellation decisions for Spring courses will be made no later than January 2, 2015.
10. Initial course cancellation decisions for Fall courses will be made no later than August 7, 2015.
11. To help departments and college deans with advance planning and student advising, departments should prepare 2-year class schedules with historical enrollment trends.
12. Departments should examine enrollment histories and anticipate courses likely to be affected. When the potential for low enrollment is identified, increase seats in acceptable alternatives.
13. The Office of the Dean will identify a college process to notify students and will work with departments to identify acceptable alternate courses.
14. Departments should make efforts, as appropriate, to provide advising about alternatives to students in canceled sections.
15. If students require the low-enrollment course to graduate but are not in their last semester, departments should ensure that the students can be accommodated in the class the following semester.
16. If students require the low-enrollment course to graduate and are in their last semester, or the students are nearing graduation and cannot be accommodated in the class the following semester without disrupting their path to degree completion, deans will work with departments to identify acceptable alternative courses that fit the affected students' schedules.
17. If canceled courses are prerequisites for other required courses, departments should identify acceptable alternative courses as the prerequisite. If the cancelled courses are prerequisite to courses in other departments, the department chair should notify the other departments as soon as the action is taken and work collaboratively with the other departments to the extent possible to identify acceptable alternatives.
18. Deans have the flexibility to suggest alternative course formats, such as directed and independent studies, or allow low enrollment sections in cases where there is no other solution for students' progression.
19. The Provost's office together with the deans and faculty should work toward devising improvements in teaching. Curricular adaptations to increase efficiency and pedagogical integrity should be rewarded.