

## 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