Course Cancellation Policy

The discussion at the Heads and Chairs meeting on February 26, 2019, about the timing of course cancellation for under-enrolled courses and current practice has resulted in the following policy.

The discussion revealed a number of benefits of an earlier decision date for canceling classes. These include enabling students to reorganize their course schedules, faculty to be reassigned to teach other courses, and the Registrar’s Office to have sufficient time to add and delete course offerings. An earlier date reduces the likelihood of students feeling faculty pressure to enroll in a course and should allow more careful planning of course offerings from semester to semester and year to year.

A written policy should lead to a better and more broadly shared understanding of how low-enrollment courses are treated.

The policy is as follows.

1. Classes with an enrollment of fewer than 5 students will be cancelled on the last day of classes of the preceding semester except in extraordinary circumstances. Auditing students are not included in this enrollment count.
2. However, required courses for majors that must be offered in the following semester may be taught when 2-4 students enroll in the course and the course is scheduled as a traditional course. Teaching such a course will normally be financially compensated rather than being taught in load; if this results in a teaching load shortfall, the faculty member will make it up during the next semester or academic year. Financial compensation will be prorated based on the number of enrolled students using the applicable base rate of overload payment with a minimum of 50% of the standard overload payment.
3. Course enrollment will be considered as final one week after the add-drop period in the semester ends, which is the College’s final census date for reporting course enrollments in the Common Data Set. To carry a 1.0 teaching credit, a course must have an enrollment of 5 or more students by the final census date. This requirement will be waived if the enrollment shortfall is due to one or more student(s) withdrawing from the course due to a medical or other emergency. If enrollment drops by the final census date to fewer than 5 students, the faculty member will normally receive financial compensation for teaching the course as described in #2 above.
4. This policy will be posted on the information page for Heads and Chairs. The Registrar’s request for course schedules for the following semester will include the reminder that “Scheduled classes whose enrollment is fewer than 5 students will normally be cancelled on the last day of classes this semester.”

Thank you for your cooperation in adhering to this policy.