CLASS CANCELLATION POLICY

PRIOR TO THE START OF THE COURSE

Two weeks prior to the start of a term, the dean, after consulting directly with his or her department chair, may cancel classes with 10 or fewer students. One week prior to the start of a term, classes with fewer than 15 students may be cancelled.

Department chairs may request an exception to this policy, which the dean will approve on a case-by-case basis using one or more of the following criteria:

1. Fourth-semester course sections required for graduation (Note: Historically low enrolled fourth-semester course sections should not be offered in winter or summer intercession.)
2. Courses with official Advanced Status (must have 8 or more students enrolled)
3. Course sections with enrollment limitations due to number of stations (Note: Exception granted only to courses that have a 3-year history of obtaining an average class size equal to the number of stations.)
4. Courses that fall under unusual circumstances such as, but not limited to, first-time offered, new outreach site, specialty class offered only at ELAC, and program completion.

ONCE THE COURSE BEGINS

Classes may be cancelled for low attendance at any time during the first 10% of the term-length, regular or short-term, if the number of students actually attending is fewer than 15.

CANCELLATION PROCEDURES

1. The chair will cancel the identified course using ESC (Electronic Schedule Change) or notify his or her supervising dean to cancel the course.
2. The supervising dean will notify the Information Technology Office of the class cancellation. IT will post the cancelled class on ELAC’s website and send a mass email to the enrolled students alerting them of the cancellation.
3. Academic Affairs will post a notification on the classroom door.