

POLICY TITLE: CANCELED CLASSES

I. Purpose

Within the College's commitment to be financially responsible to our taxpayers, the College reserves the right to cancel classes that do not have sufficient enrollment.

The College will develop guidelines for departments to ensure consistency in implementing the policy in addition to meeting the academic and training needs of students and business and industry.

II. Scope

This policy applies to all course sections except those covered under grant requirements or special considerations.

III. General

The College will review enrollment during registration and will cancel classes that do not meet the minimum number of regular students. Exceptions may be granted with the permission of the Dean of the respective division. Students enrolled in classes that are cancelled will have the opportunity to add another class or receive a refund.

IV. Responsibility

The College's Vice President of Academic Affairs is responsible for preparing procedures to implement this policy.