

## ISP 146

# Class Section Cancellation Guidelines

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### PURPOSE

States procedures for class cancellation

### SUMMARY

The decision to cancel classes will be made by department chairs/directors and their Deans and/or Associate Deans. Once the decision has been confirmed by the Dean to cancel a class, enrolled students and instructors will be notified as soon as possible.

### STANDARD

1. The department chair/director, the Dean and/or Associate Dean will consider all reasons when making a decision whether or not to cancel a section.
2. Instructors will never announce a cancellation of a class section unless authorized to do so by the department chair/director or the Dean and/or Associate Dean.
3. When the decision to cancel a class has been determined:
  - a. Students will be informed of other sections of the same course if they exist (the department would provide this information) or recommend that the student visit with a faculty advisor or counselor to determine alternate courses.
  - b. The department Administrative Assistant or designee will prominently post signs at the classroom door stating that the class has been cancelled and whom to contact for further information.
  - c. The department Administrative Assistant or designee will immediately send the official cancellation notice on the Term Master form to Course Scheduling. Course Scheduling can be notified via phone or email to put a "hold" on the class until the official cancellation paperwork arrives. Course Scheduling will also send a cancel notification to the College's Class Cancel list.
4. When the decision to cancel a class has been made prior to the first class meeting:
  - a. The department Administrative Assistant or designee will attempt to contact the enrolled students to notify them of the cancellation.
  - b. A department representative should meet with the students on the first day of class in the event a student cannot be reached or a student shows up hoping to enroll in the class.
5. If the decision to cancel a class has not yet been made prior to the first class meeting:
  - a. The department chair/director will discuss with the instructor under what condition the class will be cancelled.

- b. The instructor will meet the class during the first scheduled class meeting. If the decision to cancel is made during the class, the instructor will stay at least one-half hour to notify students of the cancellation. The instructor will let the department chair/director know what happened at the first class meeting.

## REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	January 25, 2000
College Council	Reviewed	November 21, 2005
College Council	Reviewed	June 7, 2013