



Cancellation of Classes

OP-P 603
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Operating Protocol-Procedure #: 603

Category: Instruction

Office of Primary Responsibility: Office of Academic Affairs

Approval Date: 10/28/13

Effective Date: 10/28/13

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Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To define the process of cancelling classes due to low enrollment.

Applicability (Identify to whom this Operating Protocol applies)

PCC faculty, academic deans, department chairs, and scheduler.

Definitions (Define abbreviations, acronyms, and technical terms)

N/A

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

N/A

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

N/A

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

The decision to cancel a class due to low enrollment is made by the academic dean in collaboration with the appropriate department chair at the Pueblo Campus. Branch deans collaborate with the respective Director of Academic Services at the Fremont Campus and Southwest Colorado Community College to decide whether to cancel a class due to low enrollment. The deans, department chairs, and the Academic Services Directors should use professional judgment when determining whether to cancel a class due to low enrollment.

Procedure

In the event of a class cancellation due to low enrollment, the following steps must be followed:

- The academic or branch campus dean, in collaboration with the department chair or the academic services director, makes the determination to cancel the class and notifies the appropriate scheduler to close the class in Banner.
- The department chairperson, academic services director, appropriate division/branch campus administrative assistant, or designee notifies the students of the cancellation by telephone or through the

students' college-issued email account. Students are advised to see an academic advisor for rescheduling.

- The division/branch campus administrative assistant or designee drops the students enrolled in cancelled class. If the student is a high school student, he/she must be dropped by the appropriate concurrent enrollment coordinator or designee, depending on campus location of cancelled course.
- The department chairperson, academic services coordinator, or branch campus dean notifies the appropriate scheduler to cancel the class in Banner.