

COURSE CANCELLATION POLICY

Division: Academic Affairs

Policy Statement

Class Sections may be cancelled due to low enrollment or by other factors which may be out of the control of Terra State Community College (TSCC). The cancellation of class sections is the responsibility of the Academic Deans and the Vice President for Academic Affairs.

Policy Details

- A. Academic Deans will review course section enrollments in the weeks prior to the start dates.
- B. Those sections with low enrollments may be cancelled.
- C. Students will be notified in a course in which they are enrolled is cancelled.

Procedures

Resources

Documentation

Definitions

Term Definition

Approval History

| <i>Date</i> | Policy/Procedure or Entire Document | Notes (Types of Actions) | **Approved by |
|-------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------|
| 2/25/2004 | Policy | Issued | |
| 7/31/2023 | Entire Document | Update of 2004 policy/procedure | |
| 9/11/2023 | Entire Document | Transfer to Policy Template, changed policy name from Cancellation of Classes Policy to Course Cancellation Policy. | William Taylor, VPAA |

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2/25/2004

Next Review Date: 07/31/2028