

## KAUA'I COMMUNITY COLLEGE

### Cancellation of Low Enrolled Classes

#### 1. Purpose

To establish a procedure for transparent decision-making when canceling classes with insufficient enrollment in accordance with University of Hawai'i Executive Policy 5.230: *Small Undergraduate and Graduate Course Sections*. The objective is to ensure effective use of instructional resources without jeopardizing educational objectives or student opportunities for completing their educational goals on time.

#### 2. Policy and Definitions

A class is considered low-enrolled if the fill rate is less than 50 percent and/or the number enrolled is less than 10.

#### 3. Procedures

- A. At least one week before the first day of class during fall and spring semesters, the VCAA shall begin working in collaboration with discipline and program coordinators, program advisors, and division chairs to identify potential classes to be canceled due to low enrollment. Except in unusual circumstances, classes should not be canceled unless they were identified as candidates for cancellation at this time.
- B. Except in unusual circumstances, the only classes that will be considered for cancellation due to the number of enrolled students are those that meet the above definition of a low-enrolled class.
- C. In deciding which low-enrolled classes to cancel, at minimum the following items will be considered:
  - i. The impact of canceling the course on the program, especially where the course is a program and/or degree requirement. This impact includes the possible negative consequences of interrupting the typical expected scheduling pattern of a course.
  - ii. Whether the course is needed for the students currently enrolled to graduate or continue towards their educational goals in a timely fashion.
  - iii. Whether the course is a new offering.
  - iv. Whether the course is externally funded.

- v. Whether cancellation would benefit the campus, such as assigning the instructor to other courses or duties.
- D. For classes following the standard semester schedule, the decision to cancel a class shall be made no later than the Friday before the start of the term, except in unusual circumstances or as otherwise required by system policy.
- E. Counselors will assist students in reconstructing their schedules impacted by course cancellations.
- F. The division chair and VCAA will collaborate with affected faculty to assign the faculty to new duties.
- G. Students that are enrolled in courses that have been canceled by the institution and who must drop and enroll in other courses shall not be charged a late fee.
- H. When “unusual circumstances” are invoked to justify a cancellation, a dialogue will occur between the impacted faculty member, program/discipline coordinator, and the division chair explaining the decision.

Approved

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Margaret Sanchez, Interim Chancellor

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Date