

CANCELLATION OF LOW-ENROLLED CLASSES

The needs of students and the District will be given careful consideration by the Vice President, Academic Services, in determining whether a lecture section with an enrollment of less than twenty (20) or a laboratory class or combination lecture/laboratory class with an enrollment of less than fifteen (15) shall be permitted to continue.

The Vice President, Academic Services, will provide a report on low-enrolled and cancelled sections to the Board of Trustees each semester at the first meeting of the Board following the first census date of the semester.

Academic Deans will present Low Enrollment Justification Reports to the Vice President of Academic Services upon request.

- A. Exceptions: One or more of the following conditions will generally suffice as justification for continuing a lecture class with enrollment of less than twenty (20) or a laboratory class or combination lecture/laboratory class with enrollment of less than fifteen (15):
 - 1. Single section of a course included in the District's graduation requirements.
 - 2. Single section of a required class in a program sequence. Percentages of the minimum class size are:
 - a. Eighty (80) percent for a second semester course.
 - b. Seventy (70) percent for a third semester course.
 - c. Sixty (60) percent for a fourth semester course.
 - 3. Single sections of courses which are not scheduled every semester but meet specific requirements of a major.
 - 4. Courses located at a District center which are required for a degree, certificate, major or graduation and that disproportionately impact students served in that area.
 - 5. Classes in which sources outside the District pay a portion of the salary of the instructor.
 - 6. Combined classes in which two or more courses or levels of instruction are taught at the same time by one instructor.
 - 7. There is no possibility of assigning the class instructor to teach another course that is in greater demand during the semester or the class is the only one available for a full-time instructor to complete a full load for the semester. However, the course will not be offered in succeeding semesters without compelling evidence to indicate an enrollment which will satisfy the low-enrolled class guidelines.
 - 8. Classes which are limited in enrollment due to size or location of the facility,

- that are experimental or pilot programs, or for which there are statutory or State regulations mandating the class size.
9. Additional justifications may emerge under special conditions. In those cases, the Vice President of Academic Services will approve or deny requests in consultation with the Dean and Division Chair of the affected department.

Independent study and work experience classes are exempt from the minimum class size guidelines.

Listing a course in the class schedule does not guarantee that it will be offered; any section is subject to cancellation in terms of the fore-stated conditions.

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