

AP 4060 - Criteria for Retention of Classes

Executive Team:

1. Establishes criteria for minimum class size(s).

Instruction and Student Services (ISS)

1. Recommends criteria for minimum class size(s) in collaboration with dean (or designee) and program chair. Criteria may include, but not limited to: programmatic needs, student need, financial considerations, and other course offerings throughout an academic year.

Dean or Designee:

1. Monitors and evaluates class enrollment to determine if class should be retained.
2. Cancels class or combines classes when criteria for minimum class size is not achieved.
3. Notifies **instructor and scheduler** of class cancellation.
4. Informs **students** about cancellation and assists with selection of alternative classes.

June 25, 1985

Adopted College Council

May 10, 2006

Revised

October 30, 2015; April 12, 2019

Revised by College Executive Administration