

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Course Cancellation and Minimum Enrollment****EFFECTIVE DATE: July 1, 2000; Revised February 9, 2023****Purpose**

The purpose of this policy is to provide insight into the minimum requirements for course offerings and when courses will be canceled by Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

The College reserves the right to cancel, combine, or discontinue any scheduled class. Cancellation of a class will always occur before the end of the official Drop/Add period and, students will be notified promptly. Students may, in such instances, substitute another class for the one cancelled without penalty of late fees.

Academic departments should consider enrollments carefully by making responsible decisions about classes that require cancellation. A low enrollment class will be cancelled when it is not feasible to warrant offering it in a term. Decisions to cancel classes must be made to allow students sufficient time to replace the cancelled class to meet degree requirements, make degree progress, maintain financial aid eligibility, or to meet other student status requirements.

Minimum Enrollment

The Vice President of Academic Affairs will establish and publish the minimum enrollment allowed to offer classes in a term. Academic departments will provide justification and receive prior written authorization from the Vice President of Academic Affairs or a designee to offer a course with fewer than the minimum enrollment for the term. The justification must include the course information and the specific rationale for the request.

Cancellation of Low Enrollment Classes

- A. Classes shall not be cancelled after the beginning of the first day of the part of term due to low enrollment without approval from the Vice President of Academic Affairs or a designee.
- B. When cancellations adversely impact students’ ability to meet degree, program, or financial aid requirements, academic departments and advisors are encouraged to assist students with finding replacement courses or other accommodations, such as, but not limited to, offering the course as an independent study.

- If a cancelled class is: 1) a course that a student needs in the student's final semester; and 2) required for degree completion, the academic department chair may choose to offer the course on a prorated or independent study basis.

Responsible

Source of Policy: n/a

Administrator: VP of Academic Affairs

2.03.00.05

TBR Policy Reference: 2.04.00.00

Related Policy: 2:00:00:00/3

TBR Guideline Reference: _____

Approved: _____

President

Date: February 9, 2023