

**CHAPTER 6: Educational Program  
ADMINISTRATIVE PROCEDURE 6.04.1**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject:** AP 6.04.1 Guidelines for Class Cancellation

**Adoption Date:** 11/24

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In consideration of Board Policy 6.04, the procedures for class cancellations are as follows:

1. Timeline and Criteria for Class Cancellations
  - a. Classes are cancelled in a timely manner that takes into consideration class enrollment at specific time periods, and the factors outlined in BP 6.04 (1, 3, 4);
  - b. Both Deans and Faculty are expected to monitor enrollments for the classes they hold responsibility;
  - c. Classes are not cancelled due to low enrollment more than thirty (30) calendar days prior to the start of the class.
  - d. Classes with specific meeting times (i.e., classes using the modalities of face to face, hybrid, and online synchronous) may be cancelled as follows:
    - i. Face to face/hybrid/synchronous classes may be cancelled within ten (10) business days before the class starts if enrollment is fewer than six (6) students.
    - ii. Face to face/hybrid/synchronous classes may be cancelled within five (5) business days before the class starts if enrollment is fewer than ten (10) students.
    - iii. Face to face/hybrid/synchronous classes may be cancelled within two (2) business days before the class starts if enrollment is fewer than fifteen (15) students.
  - e. Asynchronous classes may be cancelled as follows:
    - i. An asynchronous class may be cancelled within ten (10) business days before the class starts if enrollment is fewer than nine (9) students.
    - ii. An asynchronous class may be cancelled within five (5) business days before the class starts if enrollment is fewer than fourteen (14) students.
    - iii. An asynchronous class may be cancelled within two (2) business days before the class starts if enrollment is fewer than twenty (20) students.

| Timeline | Course Enrollment               |                     |
|----------|---------------------------------|---------------------|
|          | Face to Face/Hybrid/Synchronous | Online Asynchronous |
| 10 Days  | 6                               | 9                   |
| 5 Days   | 10                              | 14                  |
| 2 Days   | 15                              | 20                  |

Table 1

- f. Classes shall not be canceled due to low enrollment after the first week of instruction without the consent of the instructor;
  - g. Deans may allow time for enrollment to increase up to the first class session, per their discretion, and in collaboration with faculty. If a class is cancelled after the first class session, faculty will receive compensation at the appropriate rate for the hours of instruction as required by the collective bargaining agreement;
  - h. Classes may be canceled with the consent of the instructor at any time;
2. Communication of Class Cancellations
- a. Communication to Faculty
    - i. Faculty are notified of low-enrolled classes as early as possible, but at least three weeks prior to the start of class and collaborate to identify strategies to increase enrollment;
    - ii. The Vice President of Instruction works with instructional deans to report low enrolled classes to counseling;
    - iii. Faculty will be contacted at least five days before the first cancellation decision point with a firm timeline on allowing the class to run or cancel;
    - iv. Scheduled classes shall be canceled only after communication by the appropriate administrator/designee with faculty via email, telephone and/or in person that their classes will be cancelled;
  - b. Communication to Students
    - i. When a decision is made to cancel a class, the Dean will contact students registered in the class via email, text message, and/or phone call. This communication shall include:
      - ii. Subject code, number, and title of the course
      - iii. Day and time of course
      - iv. Reason the course was cancelled
      - v. When possible, alternative courses that are as similar to possible (i.e., modality, time slot, GE area, etc.) will be suggested.
  - c. Contractual Considerations
    - i. Following cancellation of a class, administrators work with faculty to adjust the teaching assignment in compliance with the collective bargaining agreement, as appropriate.
    - ii. If a class is cancelled after the first class session, faculty will receive compensation at the appropriate rate for the hours of instruction as required by the collective bargaining agreement.