

LOW-ENROLLED CLASSES CANCELLATION GUIDELINES

The Vice President of Academic Affairs will give the needs of students and the College careful consideration in determining whether an in-person or online lecture section with an enrollment of fewer than **twenty (20)** students, or a laboratory class or combination lecture/laboratory class with an enrollment of fewer than **fifteen (15)** students shall be permitted to continue.

The Vice President of Academic Affairs, in conjunction with the Academic Deans and Department Chairs, will review the class schedule to identify sections that may need to be cut due to low enrollment. This review process will begin four weeks before the semester or session with determinations regarding cuts due to low enrollment to take place approximately two weeks before the semester or session begins.

The Academic Deans, in conjunctions with Department Chairs, will present low-enrolled section justifications and exceptions to the Vice President of Academic Affairs.

Exceptions to cancelling a low-enrolled section. One or more of the following conditions will be carefully considered 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 graduation requirements within the District.
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 that are not scheduled every semester but meet specific requirements of a major or certificate.
4. Classes in which sources outside the district pay a portion of the salary of the instructor.
5. Combined classes in which two or more courses or levels of instruction are taught at the same time by one instructor.
6. 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 that will satisfy the low-enrolled class guidelines.
7. Classes that are limited in enrollment due to the size or location of the facility, that are experimental or pilot programs, evening or weekend courses, or for which there are statutory or State regulations mandating the class size.
8. Additional justifications may emerge under special conditions. In those cases, the Vice President of Academic Affairs will approve or deny requests in consultation with the Academic Dean, Chair(s)/Program Coordinator.
9. Minimum (*combined) enrollment of 20 in any modality.
 - Independent study and work experience classes are exempted from the minimum class size guidelines.
 - Listing of a course in the class schedule does not guarantee that it will be offered.

Low Enrolled Minimum Enrollment Guidelines for Contractually Negotiated Classes

Discipline	Modality	Minimum (*Combined) Enrollment
English	Face-to-Face	15
English	Distance Education (DE/WEB)	20
ESL	Distance Education (DE/WEB)	12
World Languages/ASL	F2F Courses 120, 121, 220	14
World Languages/ASL	F2F Courses 221	12
World Languages/ASL	F2F Courses 250, 251	9
World Languages/ASL	DE/Web courses 120, 121, 220	20
World Languages/ASL	DE/Web courses 221	19
World Languages/ASL	DE/Web courses 250. 251	12
Communication	Face to Face	14
Communication	Distance Education (DE/WEB)	20

*Combined; the total number of enrollments for cross-listed/combined sections

Updated: 4/18/2024