

ADMINISTRATIVE PROCEDURE

San Mateo County Community College District

Subject: AP 6.04.1 Guidelines for Class Cancellation

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

1. Timeline and Criteria for Class Cancellations

- a. Classes (lecture and lab) 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 canceled due to low enrollment more than thirty (30) calendar days before the start of the class without the consent of the instructor, in consultation with the responsible Dean;
- d. Classes are not cancelled if enrollment reaches 50% of the approved course maximum.
- e. Classes may be cancelled as follows:
 - i. A class may be cancelled within ten (10) business days before the class starts if the enrollment is less than 20% of the course maximum;
 - ii. A class may be cancelled within five (5) business days before the class starts if the enrollment is less than 35% of the course maximum;
 - iii. A class may be cancelled within two (2) business days before the class starts if the enrollment is less than 50% of the course maximum;
 - iv. A class may be canceled due to extenuating circumstances, not related to enrollment, with written approval from the VPI and/or Dean (i.e., there is no faculty available to teach the course)

Timeline	10 days	5 days	2 days
Course Maximum	20%	35%	50%
70 (Large Class)	14	24	35
50	10	17	25
45	9	15	22
40	8	14	20
35	7	12	17
30	6	10	15
26 (Composition)	5	9	13

Table 1 – NOTE: Examples of enrollment thresholds at specified points-in-time based on common course maximums.

- f. Classes shall not be canceled due to low enrollment after the first week of instruction without the consent of the instructor, in consultation with the responsible Dean;
 - g. If the above enrollment criteria are not met, in special circumstances Deans may allow time for enrollment to increase up to the first class session, per their discretion, and in collaboration with faculty.
 - h. Students will be allowed to enroll in a class until the course maximum is reached, including via “add code” after the start of the class;
 - i. 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 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:
 - 1. Subject code, number, and title of the course
 - 2. Day and time of course
 - 3. Reason the course was cancelled
 - 4. A list of open alternative courses at the individual college and/or across the District keeping the following in mind:
 - a. Modality
 - b. Time slot
 - c. GE Area
3. Contractual Considerations
- a. Following cancellation of a class, administrators work with faculty to adjust the teaching assignment in compliance with the collective bargaining agreement, as appropriate;
 - b. 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.

This Administrative Procedure will take effect for the Fall 2025 semester, following the adoption of guidelines for establishing course maximums. The results of the implementation of this AP will be reviewed after the 2025-26 academic year in order to determine if any changes should be made to this AP.