

Timeline and Criteria for Class Cancellations—Fall 2025

Class Cancellation Timeline Calendar for Fall 2025 (Fall Semester Start Date: August 13, 2025)

Note: For late-start courses, please apply the same methodology and track/calculate the data independently.

June 13-18, 2025 (or 60 Calendar Days Before Start of Class)

- **Action:** Begin monitoring enrollment for all scheduled classes. Classes may be canceled with the consent of the instructor at any time.
- **Communication:** Notify faculty of low-enrolled classes and encourage enrollment strategies.
- **Super registration (HS):** May 6 and May 9—Deans provide the list to Wissem to promote
- **Deans and/or faculty email** (a) Max and (b) Megan the list of low enrolled classes so pass it on to counselors and the social media specialist.

July 14-18, 2025 (or 30 Calendar Days Before Start of Class)

- **Action:** Classes cannot be canceled due to low enrollment before this date. Classes may be canceled with the consent of the instructor at any time.
- **Communication:** Confirm status of low-enrolled classes with faculty.

July 30-Aug 5, 2025 (or 10 Business Days Before Start of Class)

- **Face-to-Face/Hybrid/Synchronous Classes:** Cancel if enrollment is fewer than **6 students**.
- **Asynchronous Classes:** Cancel if enrollment is fewer than **9 students**.
- **Communication:** Notify faculty and students of potential cancellations.

August 6-12, 2025 (or 5 Business Days Before Start of Class)

- **Face-to-Face/Hybrid/Synchronous Classes:** Cancel if enrollment is fewer than **10 students**.

- **Asynchronous Classes:** Cancel if enrollment is fewer than **14 students**.
- **Communication:** Send formal notifications to faculty and students.

August 11-15, 2025 (or 2 Business Days Before Start of Class)

- **Face-to-Face/Hybrid/Synchronous Classes:** Cancel if enrollment is fewer than **15 students**.
- **Asynchronous Classes:** Cancel if enrollment is fewer than **20 students**.
- **Communication:** Final cancellation notices sent.

August 13–20, 2025 (First Week of Instruction)

- **Action:** Deans may allow time for late enrollment.
- **Communication:** Final decisions on classes made in consultation with faculty.
- **Compensation:** Faculty compensated if a class is canceled after instruction begins.

Communication of Class Cancellations

To Faculty:

- **June 14 – July 14, 2025:** Early notifications of low enrollment.
- **July 30, 2025:** Faculty receive first cancellation decision update.
- **August 6, 2025:** Faculty notified of confirmed cancellations.
- **August 9, 2025:** Final communication before term begins.

To Students:

- **July 30 – August 9, 2025:** Students notified of class cancellations via email, text, or phone.
- **August 9, 2025:** Final cancellations announced with suggested alternative courses.

Contractual Considerations

- **Teaching Assignments:** Adjusted per the collective bargaining agreement.
- **Faculty Compensation:** Paid for instructional hours if class is canceled after the first session.

Resources:

This timeline aligns with [AP 6.04.1 Guidelines for Class Cancellation \(page 9\)](#) to ensure structured decision-making and effective communication.