

College Operating Procedures (COP)



Procedure Title: Cancellation of Classes Due to Low Enrollment
Procedure Number: 03-0601
Originating Department: Provost/Vice President, Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 7/1/09; 1/10/11; 02/15/11; 06/27/14

Purpose Statement: To provide guidelines and procedures for cancelling a class because of insufficient enrollment.

Guidelines:

In implementing low-enrollment cancellation policies, departments, and programs must ensure that these policies do not hinder students' timely progression to graduation nor violate students' guarantee to full-time enrollment. Careful planning, informed by enrollment histories, is necessary.

Class Size (minimal class enrollment)

The review for cancellation of classes with enrollments of 11 or less, five (5) business days prior to the first day of the session, will be made by the Academic Deans. The Academic Deans have final responsibility to insure all classes are canceled by the third business day before the start of each semester. Restrictions on class size for some classes are governed by state requirements or program accreditation (including student / teacher ratios), room size, and availability of equipment. Classes having 11 or fewer students will normally be cancelled based on administrative discretion. Deans will pay careful attention to the average enrollment per section by campus/center with the goal of insuring that the average enrollment per section of a course should exceed 70% of the course enrollment capacity.

Procedures:

Efforts and responsibilities of departments or program administrators include the following:

- Examine enrollment histories and anticipate courses likely to be affected. When the potential for low enrollment is identified, increase seats in acceptable alternative courses and hold enough seats to accommodate the students who might register for those potential low-enrollment courses. Take into consideration the times and days that the alternative courses are offered, because many students arrange their work and/or internship schedules around the courses for which they registered, and so these students will have difficulty switching on short notice to alternative courses scheduled at very different times than the cancelled course.

- Notify affected students and department academic advising staff as soon as the action is taken.
- Work with the affected students to ensure that they find acceptable alternatives.
- If cancelled courses are required for graduation and the affected students are nearing graduation but not in their last semester before graduation, ensure that the students can be accommodated in the class the following semester.
- If cancelled courses are required for graduation and the affected students are in their last semester before graduation, or the students are nearing graduation and cannot be accommodated in the class the following semester without disrupting their path to degree completion, consider alternative courses that fit the affected students' schedule.
- If cancelled courses are prerequisites for other required courses, or if the courses are prerequisites to courses in other departments, notify the other departments as soon as the action is taken and work collaboratively with the other department to the extent possible to identify acceptable alternatives.
- All affected students should be appropriately accommodated, but programs and departments must pay special attention to seniors preparing to graduate, international students, and students on financial aid, students who need special accommodations for disabilities and might have chosen a class on this basis, and students who require full-time enrollment or who have specific minimum credit hour requirements.
- **NOTE:** there will inevitably be exceptions to cancelling classes with low enrollment. Faculty should work with departments to identify opportunities to provide students with independent studies and practica, taking into account the College's teaching load/compensation policies.

For full-time faculty members, accommodations in cases of cancelled courses may include strategies such as:

- Reassignment to a required course that is in high demand
- Opening another section of existing courses
- Expansion of enrollment in another course that the instructor is teaching
- An uncompensated overload in a subsequent semester
- Assignment to administrative, undergraduate research, or other duties that are normally compensated with course release in the unit

There may be instances in which cancelling a class because of insufficient enrollment is the most sensible course of action. Following these guidelines should help to minimize the impact to everyone affected. If you have questions about these guidelines, please contact the Office of the Vice President, Academic Affairs.

Class Cancellation Workflow

Once the decision is made to cancel a class, the appropriate scheduler should cancel the course in Banner and initiate the Class Cancellation Workflow in the [myFSW portal](#). The Class Cancellation workflow ensures that the necessary departments are notified of the class cancellation (i.e. students, faculty, Human Resources, and Registrar).