

Educational Program Series—4000

CRITERIA FOR RETENTION OF CLASSES

Instruction and Student Services (ISS): Recommends criteria for minimum class size(s).

Executive Team: 1. Establishes criteria for minimum class size(s).

Dean or Designee:

1. Monitors and evaluates class enrollment to determine if class should be retained.
2. Cancels class or combines classes when criteria for minimum class size is not achieved.
3. Notifies **instructor and scheduler** of class cancellation.
4. Informs **students** about cancellation and assists with selection of alternative classes.

June 25, 1985
Adopted College Council
May 10, 2006
Revised

October 30, 2015
Revised by College Executive Administration