

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 29

TITLE: Course Cancellation

EFFECTIVE DATE: October 1, 2014

PROCEDURE

1. PURPOSE

To provide guidance regarding the conditions under which advertised courses may be canceled and outlining the process and procedures to be followed when canceling courses.

2. SCOPE AND APPLICABILITY

This procedure applies to courses which may be canceled once enrollment begins when unforeseen or exceptional circumstances warrant cancellation.

3. PROCEDURES

- A. While it is the intention of New River Community and Technical College to offer all courses that have been advertised as available in a given term, the administration reserves the right to cancel advertised course offerings to ensure the continued provision of high-quality programming with sufficient resources.
- B. Courses may be canceled once enrollment begins when unforeseen or exceptional circumstances warrant cancellation. When such circumstances arise, New River Community and Technical College personnel will take every precaution to minimize the adverse consequences to the students who are already enrolled.
- C. The decision to cancel courses once enrollment has begun rests with the Vice President for Academic Affairs. This decision will be made only with significant input from and consultation with the Deans, Department Chairs, Director of Developmental Education, and Director of Enrollment Services.
- D. Some of the circumstances that may warrant course cancellation include, but are not limited to:
 - i. insufficient student demand (measured by enrollment) to cover the average cost of instruction and reasonable indirect costs of course (or section) delivery; particularly when alternate sections or delivery

- ii. insufficient resources (accommodations, technology, or equipment) available to deliver the course (or section) as designed; and/or,
 - iii. lack of availability of credentialed faculty to teach the course (or section).
- E. With due recognition that course cancellations close to the beginning of the term make it difficult for students to make alternate arrangements, care will be taken to ensure that course cancellations are made as early as possible. Any likely cancellations will be communicated as early as reasonably practical to all of the following:
- i. Office of Enrollment Services,
 - ii. students who are directly affected,
 - iii. Faculty Advisors,
 - iv. Program Advisors,
 - v. Educational Counselors, and
 - vi. faculty members affected (re-distribution of workload may be necessary).
- F. In making alternate arrangements for students already enrolled in courses (or sections) that are to be canceled, the following special considerations will be made for each student affected by the cancellation:
- i. whether the course is a requirement for the student's declared program of study;
 - ii. whether the course is a pre-requisite for other courses in the student's declared program of study;
 - iii. whether or not there are viable alternative course offerings (i.e. other traditional or online sections of the course or reasonable course substitutions) within the declared program of study that the student could be re-directed to enroll in; and/or,
 - iv. whether the course is required in order for the student to graduate by the end of the academic year.
- G. The student will not be penalized by the assessment of additional fees caused by enrollment in alternative courses to those subject to cancellation.
- H. Specific actions in determining when advertised courses must be canceled and requisite communication and action are to be delineated to include:
- i. periodic review and monitoring of enrollment in all course offerings for a given term performed by the Vice President for Academic Affairs in conjunction with the Deans, Department Chairs, Director of Developmental Education, and Director of Enrollment Services;
 - ii. communication with affected parties to ensure enrollment of

- affected students in viable alternatives and redistribution of faculty workload, if necessary; and,
- iii. cancellation of the course in the BANNER system.

RELATED POLICIES AND/OR PROCEDURES: Administrative Department Procedure for Course Cancellation maintained by the Vice President for Academic Affairs

RESPONSIBLE OFFICES: Office of Academic Affairs; Office of Enrollment Services

Approved by: President's Cabinet 9/30/14