

Educational Program Series—4000

## CRITERIA FOR RETENTION OF CLASSES

- Executive Team:** 1. Establishes criteria for minimum class size(s).
- Instruction and Student Services (ISS)** 1. Recommends criteria for minimum class size(s) in collaboration with dean (or designee) and program chair. Criteria may include, but not limited to: programmatic needs, student need, financial considerations, and other course offerings throughout an academic year.
- 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; April 12, 2019  
*Revised by College Executive Administration*