



#### Academic Policy

Policy Type:	Section Cancellation
Policy Number:	AC-1009
Date Adopted:	3/26/2012
Version:	5.0
Review Cycle:	Biennially
Date Last Reviewed:	10/8/2020
Office Responsible:	Academic Deans
Reviewing Committee:	Academic Dean and Scheduling
Related Policies:	NA
Related Laws:	NA

#### **Policy Summary:**

This policy defines and establishes how the Jackson College (JC) Academic Administration determines which course sections will be cancelled in a given semester.

#### **Scope:**

This policy applies to all section offerings at all JC instructional locations.

#### **Definitions:**

Breakeven – The arithmetic calculation in which total revenue offsets total expense (may vary by site); and

Late start – Section with a start date after the start date of the semester.

#### **Policy Statement:**

Enrollment trends and budget projections will be reviewed annually by the academic administration, who will determine the parameters by which a section will be evaluated for possible cancellation and a deadline for making the final decision. Once completing this review, a recommendation will be sent to the Leadership Council for consideration, and ultimately for approval from the College President.

In a particular semester, should the section not have the established minimum enrollment, as established by the College President for breakeven, enrollment deemed sufficient to ensure desired pedagogical outcomes and by the established deadline, the section will be cancelled. Cancellation decisions should be made no later than four days before the section begins.



1. Some exceptions that permit a course section to run with fewer than the enrollment threshold include:
  - a. Course is needed for degree completion;
  - b. Course is only offered on a limited rotation schedule;
  - c. Course is part of a new “start-up” program (2 years);
  - d. Section is at a break-even point (Hillsdale Center, JC @ LISD TECH, Corrections Education Program facilities, and Maher Campus);
  - e. Course is experimental;
  - f. Course is offered for the first time;
  - g. Course is sequential and other options are not available;
  - h. Course capacity is limited by equipment, space or external governing bodies;
  - i. Course is required by external governing body;
  - j. Course is combined for enrollment; and
  - k. Section is a late-start and there is not another option.
  - l. Course is required as part of a Pathway Program.
2. Reasons for postponing a decision regarding the cancellation of a class section include:
  - a. When the class typically fills close to the start date based on trend data or new enrollments are expected to occur close to the start date
  - b. When the course is a “late-start” course; and
  - c. When late enrollment is due to a differing calendar than JC’s, i.e. course(s) that are dual enrollment sections or part of a partnership arrangement.
3. Notification of course cancellations or delays in decision-making for cancellation include:
  - a. The chair of the department, faculty member assigned to teach the section, and academic dean will be notified by the Scheduling Office;
  - b. Students will be notified by their Student Success Navigator via phone and/or email.

**The student will be notified of any change of grade by an “Issued to Student” transcript.**



**Change Log:**

Date Of Change	Version	Description of Change	Responsible Party
3/26/2012	1.0	Updating Policy	J Frew
4/18/12	2.0	Reviewed and Updated by Deans	J Frew
6/11/12	3.0	Reviewed by AC and Updated	J Frew
10/10/16	4.0	Reviewed by Academic Council	J Frew
10/8/20	5.0	Updates	A. Van Heest