COURSE CANCELLATION POLICY

Policy Id:
AA.021 – Course Cancellation Policy

Contact:
Office of the Provost
212-237-8801

Office of Undergraduate Studies
212-484-1347

Office of Graduate Studies
212-237-8423

Last Modified:
January 9, 2013
**COURSE CANCELLATION POLICY**

Class sections may be cancelled when enrollment, after arena registration, is less that one-third of the Primary Enrollment Limit for course sections during periods where over 50% of classroom spaces were utilized during the previous semester. The required enrollment shall be one-quarter of the Primary Enrollment Limit for course sections during periods where less than 50% of classrooms were utilized during the previous semester, or where the course is the only open scheduled section during the semester of a required general studies or major course, or the only evening section of such a course scheduled during an academic year.

When the Provost decides to recommend cancellation of a course section, the Department Chair and Program Director (in the case of a graduate course), and the course instructor shall be notified by email. The Chair and Program Director shall be provided at least two hours notice, during normal college office hours announced in advance, following a cancellation recommendation by the Provost before action is taken by the Registrar. During the two hours, the Chair or Director may communicate to the Provost in writing (including email) any information that might affect the decision.

During the two-hour period, upon request of the Chair or Director, over-enrollment may be counted against under-enrollment based on the following rules.

- Over-enrollment is defined as enrollment in excess of the original secondary limit.

- One to four over-enrollments may, upon request to the Provost, by the faculty member with approval of the Chair and/or Program Director, be counted against under-enrollment on a one-for-one basis when the sections involved are taught by the same faculty member, provided that the course section has an actual enrollment of at least 20% of the Primary Limit or 6 students, whichever is greater.

  Example: A professor teaches Gov 101 and Gov 260. If Gov 101 has 3 students above the Secondary Limit, and Gov 260 is 3 students below the one-third requirement, the 3-student over-enrollment in Gov 101 can count against the 3-student under-enrollment in Gov 260.

- One to four over-enrollments may, upon request to the Provost by the Chair and/or Program Director, be counted against under-enrollment on a Departmental or Program basis in the same manner, but on a 2-for-one basis.

  Example: All over-enrolled Gov 101 sections have a combined over-enrollment of 8 students. The chair can apply 4 of these over-enrollments to under-enrolled courses, provided that the courses have enrollments of at least 20% of the Primary Limit or 6 students, whichever is greater.

The Provost will initiate cancellation for those courses where the recommended cancellation was not rescinded during the two-hour period. The Registrar shall provide an email notification notice to the
Chair, Program Director (in the case of graduate courses), instructor and students involved. The notice shall include a roster of the affected students, including routine SIMS contact information.

These procedures may be temporarily amended by vote of the College Budget Committee, at a meeting or meetings to which the Faculty Senate Executive Committee shall be invited without vote, when the College Budget Committee finds that, for a particular budget year, fiscal conditions require or permit temporary adjustments. In considering whether fiscal conditions require or permit temporary adjustments, all financial resources available to the College shall be taken into account. After such consultation, the procedural provisions and recommendations of the College Budget Committee shall be subject to a final determination by the President based on the College's financial ability. In the event that the President's determination differs from the recommendation of the College Budget Committee, the President shall promptly reconvene the College Budget Committee, with the Faculty Senate Executive Committee invited without vote, for further consultations.