

# COMMUNITY COLLEGE OF VERMONT

## COURSE CANCELLATION POLICY

*See also*

*Small Group Studies policy*

**August 5, 2005**

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### **POLICY**

CCV plans each semester's course schedule to meet the varying needs of new and returning students, provide access to its academic programs, and support projected enrollment levels. In any given semester, certain courses are canceled for a variety of reasons, including low enrollment. CCV cancels courses as necessary to reach its overall budgeted class size average.

### **PROCEDURES**

1. The course cancellation process is an administrative function conducted by academic staff in the academic centers in consultation with executive directors. The process is facilitated by the director of institutional research and planning.
2. Decisions to run or cancel classes are based on several factors, including enrollment in the course section, alternatives available to students, the needs of the academic centers, and the college's overall enrollment.
3. Faculty members whose courses are canceled for low-enrollment receive a stipend, according to the following procedures:
  - a. The college will pay to the instructor of record a cancellation stipend of 7.5% of the per-credit faculty pay (up to 4 credits) established for the semester.
  - b. In the event a faculty member accepts an offer to run a regularly scheduled course as a small group study section, then no cancellation stipend is paid.
  - c. In the event a faculty member is offered and accepts a section of the same course in lieu of a section that is cancelled, no cancellation stipend is paid.
  - d. The college will generally make payment of cancellation stipends to faculty members within four weeks of the start of classes.