

Timeline and Criteria for Class Cancellations—Spring 2027

Class Cancellation Timeline Calendar for Spring 2027

(Spring Session Start Date: January 19, 2027)

Note: For late-start courses, please apply the same methodology and track/calculate the data independently.

November 20, 2026 (Not earlier than 60 Calendar Days Before Start of Class)

- **Action:** Begin monitoring enrollment for all scheduled classes.
- **Communication:** Notify faculty of low-enrolled classes and encourage enrollment strategies.
- **Super registration (HS):** Instructional Deans provide the list to Dean of Enrollment Services to promote.
- **Deans and/or faculty email (a) Dean of Counseling and (b) Director of Community Relations and Marketing** the list of low enrolled classes so pass it on to counselors and the social media specialist.

December 20, 2026 (Not earlier than 30 Calendar Days Before Start of Class)

- **Action:** Classes cannot be canceled due to low enrollment before this date. Classes may be canceled with the consent of the instructor at any time.
- **Communication:** Confirm status of low-enrolled classes with faculty.

January 5-11, 2027 (10 Business Days Before Start of Class)

- **Face-to-Face/Hybrid/Synchronous Classes:** Cancel if enrollment is fewer than 6 students.
- **Asynchronous Classes:** Cancel if enrollment is fewer than 9 students.
- **Communication:** Notify faculty and students of cancellations.

January 12-18, 2027 (5 Business Days Before Start of Class)

- **Face-to-Face/Hybrid/Synchronous Classes:** Cancel if enrollment is fewer than 10 students.
- **Asynchronous Classes:** Cancel if enrollment is fewer than 14 students.
- **Communication:** Notify faculty and students of cancellations.

January 15-21, 2027 (2 Business Days Before Start of Class)

- **Face-to-Face/Hybrid/Synchronous Classes:** Cancel if enrollment is fewer than 15 students.
- **Asynchronous Classes:** Cancel if enrollment is fewer than 20 students.
- **Communication:** Notify faculty and students of cancellations.

January 19-25, 2027 (First Week of Instruction)

- **Action:** Deans may allow time for late enrollment.

- **Communication:** Final decisions on classes made in consultation with faculty.
 - **Compensation:** Faculty compensated if a class is canceled after instruction begins.
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Communication of Class Cancellations

To Faculty:

- **December 20, 2026 - December 29, 2026:** Early notifications of low enrollment.
- **January 5-11, 2027:** Faculty receive cancellation decision.
- **January 12-18, 2027:** Faculty receive cancellation decision.
- **January 15-25, 2027:** Faculty receive cancellation decision.

To Students:

- **January 5-25, 2027:** Students will be notified of class cancellations via email, text, and/or phone. The notification will include the reason for the cancellation and suggested alternative courses.
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Contractual Considerations

- **Teaching Assignments:** Adjusted per the collective bargaining agreement.
 - **Faculty Compensation:** Paid for instructional hours if class is canceled after the first session.
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Resources:

This timeline aligns with [AP 6.04.1 Guidelines for Class Cancellation](#) to ensure structured decision-making and effective communication.