

Timeline and Criteria for Class Cancellations—Summer 2025

Class Cancellation Timeline Calendar for Summer 2025

(Summer Session Start Date: **June 9, 2025**)

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

April 10, 2025 (Not earlier than 60 Calendar Days Before Start of Class)

- **Action:** Begin monitoring enrollment for all scheduled classes. Classes may be canceled with the consent of the instructor at any time.
- **Communication:** Notify faculty of low-enrolled classes and encourage enrollment strategies.
- **Super registration (HS): May 6 and May 9—Deans provide the list to Wissem to promote**
- **Deans and/or faculty email (a) Max and (b) Megan the list of low enrolled classes so pass it on to counselors and the social media specialist.**

May 10, 2025 (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.

May 26-30, 2025 (or 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 of potential cancellations.

June 2-6, 2025 (or 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:** Send formal notifications to faculty and students.

June 5-11, 2025 (or 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:** Final cancellation notices sent.

June 9–13, 2025 (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.

Communication of Class Cancellations

To Faculty:

- **April 10 – May 10, 2025:** Early notifications of low enrollment.
- **May 27, 2025:** Faculty receive first cancellation decision update.
- **June 3, 2025:** Faculty notified of confirmed cancellations.
- **June 6, 2025:** Final communication before term begins.

To Students:

- **May 27 – June 6, 2025:** Students notified of class cancellations via email, text, or phone.
- **June 6, 2025:** Final cancellations announced with suggested alternative courses.

Contractual Considerations

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

Resources:

This timeline aligns with [AP 6.04.1 Guidelines for Class Cancellation \(page 9\)](#) to ensure structured decision-making and effective communication.