



PROCEDURE

Policy Name:	CANCELLATION OF CLASSES
Policy Number:	6061
Applicable Code/Law:	N/A

Procedural Guidelines

1. For this policy, cancellation of a class section refers to the cancellation of one section of a class for an entire quarter.
2. Each student registered for a class section that has been cancelled shall be notified through an appropriate means of communication (e.g. email or phone). The division office will post a notice on the door of the room originally scheduled for the class. When a class section is cancelled, students shall be notified and provided with information related to possible substitutions, and referral to academic advising as needed.
 - a. For cancellations which occur before the first instructional day, notification shall be provided by the division office and will include information directing students receiving financial aid to seek advisement with Enrollment and Financial Aid Services.
 - b. For cancellations which occur on or after the first instructional day, notification shall be provided by Enrollment and Financial Aid Services.
3. Divisions and academic advisors will work with the students to assist them in finding a substitution whenever possible.