

Title: Course Cancellation	Number: 4.12.0099.3
Approved by the Board of Governors Date: 1999 Revised Date: February 21, 2017	Implementation Date: 1999
History: H. Lavity Stoutt Community College Catalogue 1998-2000 Scheduled Review Date: March 2019	Origin: British Virgin Islands Community College Catalogue

RATIONALE

In keeping with the Mission of the College to provide opportunities leading to the acquisition of knowledge, skills and the ability to think critically, the College builds its schedule of courses based on enrolment trends, economic development and community needs. The College makes every attempt to support all course offerings, but retains the option to cancel any course. The policy outlines the criteria for course cancellation, together with the options available to students in such instances.

DEFINITIONS

Course - a series of lectures or lessons in a particular subject, leading to an examination or qualification. It is comprised of units of instruction during an academic semester.

Class – an occasion when students meet with their instructor for a lesson or lecture

Under-subscribed course – A course for which there are fewer enrolled students than the requisite number of expected registration.

POLICY

The decision to cancel a class must be approved by the Vice President for Academic Affairs.

The criteria for class cancellation due to the small number of students enrolled (under-subscription) is as follows: Paraquita Bay = 10 students; Virgin Gorda Centre = 5 students.

If a class is under-subscribed, but it is a graduation requirement for even one registered student, the class must be offered.

The decision to cancel a class will be made by the second day of late registration.

Students affected by course cancellations will be notified before the third day of late registration and will be given additional time to select substitute classes if the student so desires.

PROCEDURES

1. The Deans, Heads of Departments and Registrar collaboratively review the Course Section Schedule and recommends the under-subscribed classes that are to be cancelled to the Vice President.
2. Registered students must be sent an email or reached by telephone to be advised that the class has been canceled.
3. The Fiscal Services department must be notified, by the Registrar, that the course has been cancelled, and must receive a roster of students registered for the class. The roster will serve to advise concerning the students for which a refund must be issued.
4. Tuition and fees paid by the student for the course shall be refunded in accordance with the refund policy of the College.
5. A list of all cancelled classes will be distributed to all faculty and staff.