

# Mt. SAC Instructional Credit Course Section Cancellation Protocols

Fall 2025 PILOT

Updated: May 1, 2025

## Overview

Recognizing the complex scheduling dynamics involved, the Instructional Leadership Team is committed to a flexible, student-centered, collaborative, and data-informed approach. Below is a summary of the protocols for canceling classes within the instructional credit Instructional Divisions, designed to prioritize student success while addressing the unique needs of each discipline and division. This protocol ensures that class cancellation decisions are made thoughtfully and collaboratively, integrating the expertise, input, and feedback of professors, department chairs, and program directors/coordinators. Given the varied factors influencing enrollment and program requirements, these protocols provide a framework that allows decisions to be tailored to the specific context of each area, maintaining a balance between student demand, faculty load, and program goals.

These cancellation protocols pilot, implemented specifically for the Fall 2025 semester, is designed as a flexible framework for credit class cancellations. The Instructional Leadership Team will communicate with the Faculty Association if there are modifications to these protocols throughout the semester to address emerging needs, improve effectiveness, and respond to feedback from faculty, students, department chairs and program directors/coordinators. This approach ensures that these protocols remain responsive, student-focused, and aligned with the evolving priorities of the instructional divisions and the campus community.

The Office of Instruction will provide copies of this pilot to all faculty and instructional administrators.

## Timeline

Fall 2025 Activity	Action	Dates
Fall 2025 Registration Begins	<p><b>Credit Course Section Cancellations to the Posted Schedule.</b></p> <p>As of May 7, 2025, educational administrators will cancel course sections after consultation with the Department Chair(s). The division office staff will continue to track cancelled credit courses.</p> <p><b>Consideration for Delayed Cancellation of Credit Course Sections Include (but are not limited to):</b></p> <ul style="list-style-type: none"><li>• Capstone or Core Required Courses</li><li>• Transfer-Required Courses</li><li>• Certification-Completing Courses</li><li>• Program-Specific Courses Offered Once Every One or Two Years</li><li>• Program Accreditation/Certification Required</li><li>• Dual Enrollment Courses (at a high school location)</li><li>• Work Experience Courses</li><li>• Independent Study Courses</li><li>• Audition Required Courses (such as theater, choir, speech, etc.)</li><li>• Cohort, Linked, or Learning Communities Course Sections</li><li>• Modality or Day/Time Singleton Course Sections</li><li>• Late Start Course Sections</li><li>• Course Sections to Meet Full-Time Faculty Load</li></ul>	May 7, 2025

<p><b>Three to Four (3-4) Weeks Prior to the Start of the Primary Term (Fall, Spring)</b></p>	<p><b>Course Review and Notification for Cancelled Course Sections.</b></p> <p>The educational administrators will coordinate with the Department Chair(s) to identify and notify faculty of any tentative cancellations due to low enrollment (less than 25% of section cap) unless the low-enrolled course/section is under consideration for a delayed cancellation. Course section cancellations may still be needed due to extenuating circumstances. Additionally, the Dean or Associate Dean shall consult with Department Chairs when Course Reference Numbers (CRNs) of multiple sections of the same course are low enrolled (less than 25% of the section cap). Several sections of the same course may be reduced to optimize enrollment and protect sections critical for course or program completion. Staffing of course sections will follow the Faculty Collective Bargaining Agreement.</p>	<p><b>July 28 – August 11, 2025</b></p>
<p><b>Two (2) Weeks Prior to the Start of the Primary Term (Fall, Spring)</b></p>	<p><b>Review of Cancellation Considerations:</b> The educational administrators will consult with the Department Chair(s) to determine course section cancellations for course sections that fall under 75% of the section cap. Course section cancellation may depend on student need, student demand, course/program completion, and/or if it is a course section under Considerations for Delayed Cancellation.</p> <p><b>Notification to Faculty and Students:</b> Educational administrators will confirm that faculty have been notified via Mt. SAC email regarding the cancellations and any adjusted loads. For students affected by cancellations, the appropriate Division Office will provide follow-up support, including alternative course section options, referrals to counseling, and assistance with re-enrollment as needed.</p> <p><b>Administrative and Operational Functions.</b> Following the cancellation decisions, the Division Office will complete administrative and operational tasks associated with the canceled course sections, including adjusting faculty loads as necessary. Schedule modifications will be made in consultation with the Department Chair and the Dean or Associate Dean. Staffing of modified course sections will follow the Faculty Collective Bargaining Agreement.</p>	<p><b>Week of August 11</b></p>
<p><b>One (1) Week Prior through the First Week of the Primary Term (Fall, Spring)</b></p>	<p>The educational administrators will consult with the Department Chair(s) to determine cancellation decisions for remaining credit course sections under Consideration for Delayed Cancellation. Faculty will be notified by the Department Chair(s) via Mt. SAC email regarding the cancellations and any adjusted loads. For students affected by cancellations, the appropriate Division Office will provide follow-up support, including alternative course section options, referrals to counseling, and assistance with re-enrollment as needed. Educational administrators will make schedule modifications in consultation with the Department Chair(s). Staffing of modified course sections will follow the Faculty Collective Bargaining Agreement.</p>	<p><b>Week of August 18 – Week of August 25, 2025</b></p>

<b>First Week of the Primary Term (Fall, Spring)</b>	<b>Late Start, Short Term Course Sections:</b> The educational administrators will regularly review short-term course sections in consultation with Department Chairs and will not cancel sections unless there is less than 75% of enrollment of the section cap on the first scheduled day of the course section. Course section cancellation may depend on student need, student demand, course/program completion, and/or if it is a course section under Considerations for Delayed Cancellation.	<b>Week of August 25, 2025</b>
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## Principles and Considerations

In acknowledgment of the collaborative nature of scheduling and enrollment management and the importance of the partnership with professors, chairs, and program coordinators/directors, below are several key principles which guide our student-focused decision-making protocols for course offerings. However, this list is not exhaustive.

1. **Proactive Enrollment Monitoring.** The Instructional Leadership Team, in consultation with Department Chairs, and the Office of Research & Institutional Effectiveness, will actively monitor enrollment trends, comparing them across sections to identify any shifts, such as increases, decreases, or plateaus. This allows us to make timely adjustments that benefit students and faculty alike.
2. **Thoughtful Section Availability.** We, in consultation with Department Chairs, will carefully evaluate the availability of other sections with similar time frames and modalities to ensure that students have access to the courses they need.
3. **Prioritizing Critical Courses.** Special consideration is given to courses that are critical to students' academic progress, such as capstone courses or those offered less frequently. These courses are prioritized to ensure students have the opportunity to complete their programs
4. **Staffing Adjustments (Ongoing).** We verify staffing for cases where faculty resign or go on leave. Work to restaff courses if possible, keeping in mind modality and schedule.
5. **Supporting Professors' Load.** We assess the importance of courses in meeting full-time faculty load requirements, ensuring that professors and students benefit from a well-balanced schedule.
6. **Review and Revise.** These protocols for managing class cancellations will be piloted for one semester and will undergo a review at the beginning of the Winter 2026 semester by the Instructional Leadership Team, Department Chairs, Faculty Association, and College President. Based on their feedback and outcomes, these protocols will be revised as needed to better align with student needs, departmental goals, and enrollment priorities.