

## **GUIDELINES FOR CANCELLATION OF CLASS SECTIONS AT BHSU-RC**

*Effective September 14, 2020*

The following guidelines provide the standard protocol for the cancellation of class sections at Black Hills State University (BHSU)-RC, with the possibility of extenuating circumstances requiring a special exemption.

While there may be a variety of reasons which necessitate the cancellation of class sections, the most common reason would be for low enrollment. In making decisions regarding low-enrolled sections, the following factors are considered within Academic Affairs.

These factors include:

- low enrollment (fewer than 10 students registered)
- need for the section to be offered (program requirement, general education)
- course rotation
- other available BHSU-RC and/or online sections
- adequate number of students for a quality learning environment
- availability of qualified faculty or adjuncts
- timing of the cancellation
- cost and breakeven analysis of the section

Generally speaking, class sections considered as low enrolled (fewer than 10 students registered) will be identified three weeks in advance of the final enrollment date. BHSU-RC personnel (professional advisors and the directors of the Center for Hospitality and Business and the West River Health Sciences Center) will be informed and consulted at this time. The official cancellation of low-enrolled sections will be scheduled 10-15 days prior to the first day of the course and will be initiated by the respective School Chair and College Dean and approved by the Provost, who will inform the VP of Enrollment Management and the Registrar. Several small sections (7-9 students) may be allowed to run each term due to a combination of the factors listed above.

The Chair and Dean will determine if the course is uniquely necessary to support the major or general education requirements. Knowing that a course is likely to be offered the following semester or that the course will not be offered again in a year or more would be important factors to consider. If other sections of that same course, or an equivalent, are offered at BHSU-RC (or online), then cancelling one section and enrolling students in the other sections (with assistance provided by the professional advisors and the Registrar) would be advised. The scheduled time of the course may be a factor to consider as well.

While small class sections are valued, there are circumstances where a section may be too small for meaningful class participation. While this depends largely on the discipline and pedagogy, it would be uncommon for a class with five students or fewer to provide a meaningful interactive experience.

As stated above, the official cancellation of low-enrolled sections will be scheduled 10-15 days prior to the first day of the course and will be initiated by the respective School Chair and College Dean and approved by the Provost, who will inform the VP of Enrollment Management and the Registrar. Personnel at BHSU-RC will communicate and work with students in all cancelled sections to advise students as to other available BHSU-RC and/or other BHSU course options.