



Class Cancellation Guidelines

RES 242530

BPC, AAC

RESOLVED: That the Academic Senate adopt guidelines for class cancellation.

RATIONALE: CSUB currently has no formal guidelines for the cancellation of a class. As a result, uncertainties exist as to the rationale used to cancel classes. While acknowledging the unique needs of each degree and course, these guidelines attempt to provide transparency to ensure clarity to students, faculty, and staff. The guidelines lay out timely notifications of class cancellations which will allow students to adjust their schedules accordingly and maintain progress toward their academic goals. The guidelines also lay out options to minimize the impact of class cancellations on affected faculty and programs.

Attachments:

- (1) Guidelines for Class Cancellations
- (2) Referral 2024-2025 26_Class Cancellation Guidelines

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs
VP Strategic Enrollment Management and Student Success
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
Antelope Valley Dean
College Deans
Department Chairs and Program Directors
General Faculty

Approved by the Academic Senate: May 1, 2025

Sent to the President: May 13, 2025

President Approved: June 5, 2025

Guidelines for Class Cancellations

Although class scheduling and cancellations should be based on the efficient use of resources to ensure long-term financial stability and attainment of the University mission, guidelines should help ensure that colleges accommodate the needs of students, faculty, and community stakeholders. The goal of these guidelines is to encourage better course planning so that low-enrollment classes - and the practice of cancelling classes with late notice — are rare. The implementation of these guidelines requires accurate current and historical data to be used in the class cancellation decisions. Relevant data, should be provided to decision-makers (e.g., Provost, deans, and department chairs/program directors) by the Division of Student Affairs and Strategic Enrollment Management and Institutional Research Planning and Assessment (IRPA) upon request.

While class size and fill rates should be considered in the cancellation decision, other factors must also be taken into account. There will inevitably be exceptions to cancelling classes with low enrollment, such as independent studies, laboratory classes, practica, and other classes that are mandated or whose size is constrained by accreditation requirements or whose student-faculty ratio is required by state boards for certain professional programs. Colleges should work with departments to identify these, taking into account the college and department teaching load/compensation policies. Although desirable from an equity standpoint, the unique needs of each class and degree make it undesirable to have a single criterion (e.g., minimum class size) to be applied across all colleges, departments, and classes.

Under normal circumstances, the primary consideration when implementing low-enrollment cancellation policies must be to ensure that these policies do not hinder students' timely progression to graduation nor violate students' guarantee to full-time enrollment. Careful planning, informed by enrollment histories, is necessary. Efforts in this regard include the following:

- Examine enrollment histories and anticipate classes likely to be affected. When the potential for low enrollment is identified, increase seats (if needed) in acceptable alternative classes and hold enough seats to accommodate the students who might register for those potential low-enrollment classes. Take into consideration the times and days that the alternative classes are offered, because many students arrange their work and/or internship schedules around the classes for which they registered, and so these students will have difficulty switching on short notice to alternative classes scheduled at very different times than the cancelled class.
- Use a reasonable time frame (preferably no less than two weeks before the first day of classes) to determine when to cancel a class.
- Notify affected students, faculty, and college/department advisors as soon as the action is taken.
- Work with the affected students to ensure that they find acceptable alternatives.
- If cancelled classes are required for graduation and the affected students are nearing graduation but not in their last semester before graduation, ensure that the students can be accommodated in the class the following semester.

- If cancelled classes are required for graduation and the affected students are in their last semester before graduation, or the students are nearing graduation and cannot be accommodated in the class the following semester without disrupting their path to degree completion, accept alternative classes that fit the affected students' schedule. Alternative classes to a cancelled class should only be accepted if the substitute class meets the pedagogical needs of the cancelled class and relevant accreditation requirements.
- If cancelled classes are prerequisites for other required classes, accept alternative classes as the prerequisite. Alternative classes should only be accepted as prerequisites if the class meets the pedagogical needs and relevant accreditation requirements of the prerequisite class. If the classes are prerequisite to classes in other departments, notify the other departments as soon as the action is taken and work collaboratively with the other department to the extent possible to identify acceptable alternatives.
- All affected students should be accommodated, but colleges and departments must pay special attention to seniors preparing to graduate, international students, students on financial aid, students who need special accommodations for disabilities and might have chosen a class on this basis, and students who require full-time enrollment or who have specific minimum credit hour requirements (e.g., Homeland Security laws require international students to be enrolled full time).

Colleges and departments must also take into account the effect of low-enrollment cancellations on faculty. Especially for new or specialized elective classes, or classes that have historically had low enrollment, departments should have back-up plans for changing assignments, and such plans should be made known in advance to faculty who might be affected. Faculty must be informed as soon as the decision has been made to cancel a class.

For tenured or probationary faculty and full-time entitled lecturers, accommodations in cases of cancelled classes as well as possible reassignment to other work shall refer to CBA Articles 12, 20, 21, and 38, and all other relevant articles in the CBA.



ACADEMIC SENATE
CSU BAKERSFIELD

2024-2025 REFERRAL #26
Class Cancellation Guidelines

From: Melissa Danforth, Academic Senate Chair 
To: John Deal, Academic Affairs Committee (AAC) Chair
Di Wu, Budget and Planning Committee (BPC) Chair
Date: February 3, 2025
cc: Katherine Van Grinsven, Academic Senate Administrative Analyst

At their meeting on January 28, 2025, The Academic Senate Executive Committee requested that the Academic Affairs Committee (AAC) and the Budget and Planning Committee (BPC) review and address the concerns regarding class cancellations.

During your discussion, please consider the following:

- Inconsistencies in class section cancellations between colleges
- Effects of class section cancellations on student graduation progress and retention
- Developing guidelines for class section cancellation that takes into account exceptions for smaller programs, availability of lab/studio stations and equipment, accreditation requirements, etc. where smaller class sizes may be needed to support academic programs.

Please take up this matter with your committee and get back to me with your recommendations. If your recommendations require Senate action, please prepare a resolution and the rationale for the resolution.

Thank you.

DR. MELISSA DANFORTH, CHAIR, ACADEMIC SENATE

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