

**ADMINISTRATIVE POLICY
COURSE CANCELLATION**

This policy pertains to employees and students.

Fox Valley Technical College must make a reasonable effort to notify both registered students and related faculty and staff in advance when it becomes necessary to cancel classes due to insufficient enrollment or other extenuating circumstances. The following guidelines shall apply to course cancellation:

- The decision to cancel associate degree, technical diploma, and apprenticeship courses (aid codes 10, 30, 31, 32, and 50) should be made at least one week in advance of the course start date.
- The decision to cancel continuing education courses (aid codes 42, 47, and 60) should be made at least two days in advance of the course start date.

The instructional department or regional location directly responsible for the class section has the responsibility for timely notification of registered students, instructors, and other appropriate staff, as well as updating all related course records involving the cancellation.

Adopted: 11/01/96

Reviewed: 03/19/19, 08/19/24

Revised: 02/17/06