

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 6.04 Guidelines for Class Cancellation

Review Date: 9/14; 11/24

1. The District's Colleges use student-centered scheduling to offer class sections in an efficient and fiscally responsible manner, consistent with best instructional practices and the needs of students.
2. The District's Colleges work to minimize the impact of class cancellations on students' progress toward their educational goals to the greatest extent possible in accordance with this Board Policy and associated Administrative Procedure.
3. Intentional consideration will be given to courses emphasizing and supporting anti-racism, equity, and social justice;
4. Before cancelling classes, the Colleges and their Deans, in consultation with faculty, consider factors, including but not limited to:
 - a. The impact on student degree and certificate completion;
 - b. Degree and certificate requirements and required core and selective courses;
 - c. Current and historical enrollment patterns;
 - d. The availability of the same course or other courses in the same modality that fulfill the same certificate, degree, or graduation requirement at one of the colleges within the District;
 - e. The availability of the same course or other courses in the online modality that fulfill the same certificate, degree, or graduation requirement at one of the colleges within the District;
 - f. Needs of the students within a program;
 - g. Student progress through course sequences;
 - h. New and experimental courses and/or modalities;
 - i. Regional workforce needs;
 - j. Faculty contractual obligations;
 - k. District or College strategic enrollment priorities.
5. Classes are cancelled following criteria specified in AP 6.04.1, which includes guidance for the Colleges on class cancellation.