

NUMBER: ACAF 7.05
SECTION: Academic Affairs
SUBJECT: Cancellation of Classes
DATE: March 24, 2008

Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Deans/Marsha Dowell
Issued by: Academic Affairs

I. Policy

Expectation: A course will typically have a minimum of 8 students.
 Each department will offer a schedule that averages a minimum of 10 students
 per section.

Responsibility: The review of courses for cancellation is ultimately each academic dean's
 responsibility.

II. Procedure

Courses that have seven or fewer students will need to be reviewed to avoid cancellation.

Enrollment is monitored at least three times prior to potential class cancellation:

1. Last day of pre-registration
2. One week prior to beginning of class
3. Day after official cancellation for non-payment of tuition.

If the tuition revenue clearly covers the faculty salary for the course, then the course may
continue to be offered.

If the tuition revenue for a course does not cover the faculty salary, then the justification for
offering the course must be based on a combined consideration of critical need for the students
and offsetting enrollment within the unit. For example, an instructor may have agreed to teach
two sections—one with twenty students enrolled and the other with only six enrolled. Clearly
the offsetting enrollment pays for both courses, so the university's need for the smaller course
and the offsetting enrollment justify its viability.

Courses that are too small to be pedagogically sound will not be offered. For example, some
courses do not lend themselves to effective classes of two or three students. A part-time

instructor may be affordable, but the academic integrity of the course would require it be cancelled.

Approved by Deans Bradshaw, Davison, Dowell, Love, Parker - March 24, 2008