



**Los Angeles Trade-Technical College  
Division of Academic Affairs  
Class Cancellation Policy**

### **PRIOR TO THE START OF THE COURSE**

Two weeks prior to start of term, classes with 10 or fewer students will be cancelled. One week prior to start of term, classes with fewer than 15 students will be cancelled.

Department chairs may request for an exception to this policy which will be approved on a case-by-case basis by the Dean using the one or more of the following criteria:

1. 4<sup>th</sup> Semester Course Sections Required for Graduation (note: historically low enrolled 4<sup>th</sup> semester course sections should **not** be offered in winter or summer intercessions)
2. Courses with Official Advanced Status (must have 8 or more students enrolled)
3. Course Sections with Enrollment Limitations Due to Number of Stations (note: exception granted only to courses that have a 3 year history of obtaining an average class size equal to the number of stations)
4. Course Sections with a Three Year Average Class Size of **15**
5. Course Sections 6800-6999

### **ONCE THE COURSE BEGINS**

Full Term Courses: any course with fewer than 15 students ATTENDING (8 for courses with advanced class status) will be cancelled by the end of the first week.

5 Week Courses: any course with fewer than 15 students ATTENDING (8 for courses with advanced class status) will be cancelled by the end of the second (2<sup>nd</sup>) day.

8 Week Courses: any course with fewer than 15 students ATTENDING (8 for courses with advanced class status) will be cancelled by the end of the third (3<sup>rd</sup>) day.

10 Week Courses: any course with fewer than 15 students ATTENDING (8 for courses with advanced class status) will be cancelled by the end of the fourth (4<sup>th</sup>) day.

Other Course Length: any course with fewer than 15 students ATTENDING (8 for courses with advanced class status) will be cancelled by the census date. To determine the census date for a course use the "[Census Date Calculator](http://www.lattc.edu/dept/lattc/acaaffairs/files/census_date_calculator.xls)" available on the Academic Affairs website at: [http://www.lattc.edu/dept/lattc/acaaffairs/files/census\\_date\\_calculator.xls](http://www.lattc.edu/dept/lattc/acaaffairs/files/census_date_calculator.xls)

### **CANCELLATION PROCEDURES**

1. Chairs cancel course using ESC.
2. Chairs notify students via phone call/email that course has been cancelled. (note: student contact information is available in ESC. Use the Search Protocol data link and enter the term and course section number. Click on the blue View Enrollments for Listed Sections link to obtain student contact information.)
3. If other course options are available – notify students of options and/or section transfer students to other course(s).
4. Chairs post notification on classroom door.