

Policy Number	
Policy Title	Course Building and Course Cancellation Policy
Responsible Officers	University Registrar
Responsible Offices	Office of the University Registrar
Summary	The following policy outlines procedures for course building and course cancellations.
Definitions	No Enrollment: Zero students enrolled in a course. Low Enrollment: 1 to 3 students (non-standard); 5-8 students (traditional) enrolled in a course.
Approving Body	
Approval Date	
Last Revision	April 4, 2019
Re-evaluation Date	April 4, 2022
Departmental Impact	The University Registrar

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

The Registrar’s office will build courses in accordance with the published Academic Catalog that is made available online at www.ciu.edu no later than April 1. Additional sections of courses may be created when existing sections reach maximum capacity. Courses may be cancelled in the event of low enrollment or no enrollment.

Rationale

This policy provides clear and consistent guidelines for building and cancelling courses in an appropriate length of time.

Implementation/Procedures:

Traditional Undergraduate and Graduate Courses:

Traditional courses are built by the Registrar’s office one academic year at a time at least two weeks prior to the registration period. The University Registrar must approve additional courses or any course edits that are needed after registration has opened.

Courses that have no enrollment will be cancelled a minimum of five days prior to the start of the course at the discretion of the academic dean and the University Registrar. Courses with low enrollment (5-8 students) will be cancelled in consultation with the academic dean (except for faculty directed study courses).

Non-Standard Online Courses:

Non-Standard online courses are built by the Registrar’s office one subterm at a time. A subterm will be built at least thirty days prior to the add period for the subterm. The add period for a non-standard courses opens thirty days prior to the begin date of the subterm.

Courses that have no enrollment will be cancelled a minimum of five days prior to the start of the cohort at the discretion of the University Registrar. Courses that have low enrollment (1-3 students) will only be cancelled if the registered students’ schedules can be rearranged. If the students’ schedules cannot be rearranged the course will run as a faculty directed study.

Students that are admitted into the online program after the courses have been cancelled for no enrollment or low enrollment will be moved to a different group of courses or given the option to postpone to the next cohort.

Hyperlinks

www.ciu.edu/policy