



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

EXTENDED CAMPUS: ONLINE, CONTINUING EDUCATION AND SUMMER SESSIONS

Summer Sessions (ECSS) Course Cancellation Guidance for Academic Departments

Our approach to summer course offerings is vital for ensuring student success and institutional sustainability. Decisions regarding course offerings must be made thoughtfully to maximize enrollment while also addressing financial considerations such as covering salaries and optimizing revenue. References to the Dean of the college also include the Dean's designated representative. By adhering to these guidelines, we aim to enhance the effectiveness of our summer sessions, ensuring that both students and faculty have a productive and successful term.

- 1. ECSS Monitoring and Reporting:** The Extended Campus: Summer Sessions (ECSS) will monitor course enrollment leading up to the start of classes and will provide weekly enrollment reports and projected cost/revenue data to the Deans, commencing in April. Daily enrollment reports will be disseminated starting four weeks before courses begin, facilitating informed decision-making. These reports will serve as vital resources in decision-making processes, particularly concerning the determination of class cancellations or the expansion of capacity in high-demand courses.
- 2. Faculty Appointment Considerations:** When determining course offerings, prioritize full-time faculty members with a demonstrated history of excellence in instruction. In instances where full-time faculty are unavailable, consider appointing part-time faculty or, under specific circumstances, credentialed graduate students.
- 3. Assessment of Student Demand:** Place emphasis on offering courses with proven student demand to optimize enrollment. Courses with insufficient demand pose the risk of disruption to both students and faculty and warrant careful evaluation or potential cancellation.
- 4. Courses with Low Enrollment:** In instances where a course exhibits low enrollment, evaluate the associated financial implications. The Dean may opt to proceed with the course offering if the course is needed for a student to graduate. Adjustments to instructor salaries will be at the discretion of the dean or their representative.
- 5. Deadline for Course Cancellation:** The deadline for cancelling classes is one week before the start of courses. This allows sufficient time for adjustments and minimizes disruptions to students' schedules. The departments must process the cancellation according to the Registrar's Office procedures in Banner. Also, please notify the ECSS of any cancellations so we may make contract adjustments.