s u F F 0 L K
C O M M U N T y COLLEGE

TO:

FROM:

DATE:

RE:

MEMORANDUM

Provosts J. Barham, J. Braxton, S. LaLima, P. Yarborough

Lawrence H. Poo1 -/ro{.?

Interim Vice Pr~~t for Academic Affairs

June 2, 1997

GUIDELINES FOR CLASS CANCELLATION

The Deans of Instruction and I have been working on preparing guidelines for the master schedule and class cancellation decisions. The attached guidelines have been through a number of reviews and each of the deans has circulated them on their campuses. I am asking that the deans use these guidelines during the upcoming academic year. If, as we work with the guidelines, there are any problems, we can make adjustments to them in the future. I believe this is a step forward in providing some consistent guidance as to how· we
· manage class sizes and class cancellations. The deans and I appreciate your support in having these guidelines used on each of the campuses.

LHP:sa
Attachment
cc: President

GUIDELINES FOR REVIEW OF MASTER

8. When required courses in a program tend