

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title CANCELLATION AND ADDITION OF CREDIT CLASSES	Number D-3.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. D-3.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Classes may be canceled anytime up to and including three (3) days after classes begin or by the second class meeting, whichever occurs first.
- II. The Vice President for Academic and Student Affairs or his/her designee will decide which classes are canceled. This decision will be based on factors including, but not limited to, the following: enrollment (most classes require a minimum of six students), other days/times the course is offered during the semester or during the year, the possibility of additional enrollment, availability of instructor, reasonable course substitution if available, and schedule conflicts for enrolled students.
- III. The Vice President for Academic and Student Affairs (or designee) will notify students enrolled in a canceled section of the cancellation in addition to the AVP of Student Affairs, the academic advisors, and the Business Office/Bookstore of course section cancellations.
- IV. Individual classes or sections may be added, if justified by enrollment, by the Vice President for Academic and Student Affairs (or designee).