

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: CLASS MERGERS**

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**Administrative Procedure Number: 325.04**

**Date adopted: 4/2/19**

In order to assure student privacy as required by FERPA, merging of classes in the campus' learning management system will only be done when merged classes are actually the same class but happen to be assigned different course numbers, or for other valid instructional or administrative reasons.

Examples of acceptable exceptions include but are not limited to:

- Merging classes where one of the sections is created to ensure space in the class for students in a certain program (e.g., Native Pathways Bridge program.)
- I-Best classes, where a certain instructor is provided to support students of the main class.
- Classes where multiple levels of students are taught at the same time (e.g., beginning, intermediate, and advanced Word Processing or Keyboarding)
- Merging sections of the same class that have slightly different start dates to accommodate continuous enrollment options (e.g. some Transitions classes)
- Classes intended to include students at a distance via Zoom or similar real-time technology of the same main class.
- Laboratory sections of larger lecture class sections.

Merging classes for instructor convenience is not adequate justification for merging.

Requests for exceptions will be approved by the Vice President for Instruction or designee.