

3.6 Undergraduate Course Cancellation Procedures

This protocol documents existing practice and is provided for transparency. Discussed in Dean's Council in Academic Year 2014-15; approved on February 25, 2015. Posted for review September 8, 2015.

I. Full-credit courses with fewer than 10 students and .25-credit courses with fewer than 7 students are subject to cancelation. The dean solicits advice and contextual information from the chair in each instance and then notifies the chair of the action to be taken: allow, cancel, or wait to decide.

Courses with fewer than 5 students are not assigned classrooms. Upon course cancellation, students may work with a faculty member or advisor to satisfy degree requirement through the Independent Study process. If they are not cancelled, the dean may permit small full-credit classes to be taught as -097 sections of the course. Ranked and adjunct faculty are expected to take on such assignments without compensation unless the total number of service activities becomes "unreasonable" per the *Handbook*.

II. Deadline for canceling full-credit courses:

-Lower division, fall term: Immediately after the final cohort of new students is registered.

-Upper division and spring-term lower division: The initial list of courses subject to cancelation is produced after students pre-register in the prior long term. The dean should begin making decisions within one week after the final day of pre-registration day.

III. Deadline for canceling .25-credit courses:

Although it is preferable to cancel these courses prior to the start of the semester, many students enroll in them during the drop/add period. The dean instructs chairs to report any courses with fewer than 7 students enrolled after the first class meeting of the term. The dean decides, based on those reports, whether to cancel .25-credit courses prior to the end of the drop/add period.