

POLICIES FOR CANCELLATION OF COURSES/CLASSES

COURSE CANCELLATIONS

Course cancellations for reasons such as change in curriculum, unavailability of faculty, insufficient enrollment, etc, are initiated by the Department Head. A memo from the Department Head (or e-mail) should be forwarded to the Associate Dean for Academic Affairs' office so that the course can be officially cancelled for the quarter. Such cancellations should be done as soon as possible.

Class rosters of students enrolled in cancelled courses are available from Student Services Office (A115, 556-6567). For courses that are cancelled early, class rosters are automatically generated. In these cases, students will usually be informed of course cancellations. For late cancellations, Department Heads can request such rosters and notify students when appropriate or necessary.

DROP/ADD POLICIES

FOR CANCELLED COURSES

The University Registrar will automatically drop all students from officially cancelled courses. It is the **student's** responsibility to add another section. If the student does not want to add anything then no form is necessary. Faculty members should not assume all students can or want to be placed into another section and complete drop/add forms for the student(s).

FOR FACULTY REQUIRED CHANGES:

There are cases when the faculty member requires that student(s) change from one section of a course to another, or to a different course altogether; for reasons such as balancing enrollment in sections, place test results, combining two sections, etc. The faculty member should meet with the class or student(s) informing them of the change and provide the student(s) with the drop/add forms required to schedule another section/course. The **student** must then process the drop/add form in the Student Services Office (A115).

CLASS CANCELLATIONS

MISCELLANEOUS

If, for some reason, an individual class meeting must be cancelled, the faculty member should contact their department head informing them they cannot meet their class. The departmental secretary should notify the Student Services Office of such cancellations and post a notice on the door of the classroom. Should the department head and/or departmental secretary not be available to report such cancellations, faculty should contact Student Services as soon as possible. Student Services office will inform the appropriate department head that the faculty member did not meet their class.

Faculty members should not (even with the consent of the entire class) change class meeting time(s) and/or classroom assignments. Such changes must go through the department head to Associate Dean for Academic Affairs for approval. Under no circumstances should faculty members change the University time for a final examination.

LABORATORIES (1ST WEEK OF QUARTER)

It is assumed that all labs will run as scheduled during the first week of each quarter unless otherwise notified. Shortly before the beginning of each quarter a memo will go out to department heads asking for notification of any labs that will not be held. No response will indicate that labs will run.