

CANCELLATION OF POSTED COURSES

Please submit this form to the Office of Undergraduate Studies when a course that has been posted on the web, printed in the schedule of classes, or otherwise advertised as available must be cancelled. In the event that an instructor cannot teach a course, the Chair of the Department must first make a good faith effort to secure a replacement. The replacement may be an adjunct, a faculty member who will carry an overload that can be adjusted at a future date, or a good citizen of the faculty who is willing to help in a difficult situation.

If a course must be cancelled, the *department* is responsible for making compensatory arrangements by doing the following:

- (1) alerting all cross-listed departments
- (2) notifying all the students in the class
- (3) finding reasonable replacement spots for the student(s). This means that the new class should be at a similar level and, if possible, fulfill similar requirements.

Department/Course _____

Semester/Year _____ CRN# _____

Instructor _____

Has instructor been reassigned to another course, and if yes, to which one?

Reason for Cancellation:

Compensatory Arrangements Completed to Date:

- alerting all cross-listed departments
- notifying all the students in the class
- finding reasonable replacement spots for the student(s)

Chair's signature

Date

Assistant or Associate Dean

Date

This form will be sent to the Registrar's Office by the Office of Undergraduate Studies.