

COLLEGE OF ARTS AND LETTERS
CANCELLATION OF POSTED COURSE

Please submit this completed form to the Undergraduate Dean's office (see email chain of approval below) when a course that has been posted on the web, printed in the schedule of classes, or otherwise advertised as available to students must be canceled. Before filling out this form, you will need to download it and save it to your computer, then open the form from your computer (NOT your web-browser) to edit the fields. Editing the form in a web-browser will not allow you to save changes. After filling out the form, save and include it as an attachment per the instructions below.

If a course must be canceled, the *department canceling the class* is responsible for making compensatory arrangements by doing the following (**please check when completed**):

Alerting all cross-listed departments, as needed. Please list all Course Subjects/Numbers and CRNs to be cancelled.

Notifying all of the students in the class (including any cross-lists)

Finding reasonable replacement classes for the student(s)

Department:

Course Subject(s)/Number(s):

Course Title:

All CRN(s):

Instructor:

Semester/ Year:

Reason for Cancellation:

In what way will the instructor make up this course?

If the instructor has been reassigned to another course this semester, please indicate the course name and number:

Notes:

Please attach this form to an email and CC the following people:

Department Chair

Mary Flannery (Associate Dean of Undergraduate Studies) (mflanne2@nd.edu)

Appropriate divisional dean

Humanities- Margaret Meserve (meserve.1@nd.edu)

Social Sciences- Michael Pries (mpries@nd.edu)

Arts- Peter Holland (Peter.D.Holland.24@nd.edu)