

Cancellation of Classes

3 Tier Process

This process will be led by scheduling coordinator (SC).

Round 1 Cancellations

At the end of advance registration (end of prior semester) recommendations will be sent to coordinators/assistant deans.

- List of suggested classes to escrow
- List of suggested cancellations.
- The schedule of classes will be adjusted before end of that semester.

Round 2 Cancellations

The day before late registration begins a reminder will be sent about reviewing escrowed classes.

- All sections that coordinators do not want opened or do not have possible instructors for will be canceled.
- Additional adjustments to the schedule needed for late registration will be made at this time (we may have needed space available due to cancellations – for either 16 or 12 week – opportunity to add needed sections earlier)

Round 3 Cancellations

Cancellation of classes will occur Friday before the start of the semester.

1. The Scheduling Coordinator will send a recommended cancellation list. The list will only show classes the SC thinks should be cancelled and classes the SC thinks should be watched (classes starting Tuesday for fall/spring semesters).
2. By 2pm the day of cancellations (the earlier the better), respond to the SC and copy Dr. Feeney to confirm cancellations or with anything you want to watch or save (if you want to save, include rationale). Use the document the SC sends and highlight according the directions. The SC will provide a column to list and rationale.